



Review: (CLT) August 2017

HEALTH AND SAFETY AT WORK (JERSEY) LAW 1989

Introduction

St Michael's follows the States of Jersey [Health and Safety at Work \(Jersey\) Law 1989](#). The following is an excerpt:

In 1989 the States of Jersey introduced the Health and Safety at Work Law. Unlike previous workplace legislation this law imposes specific duties on employers and employees. The penalties for breaches of this law are quite severe. Minor infractions can attract fines of up to £4000 and serious infractions attract unlimited fines and/or a two year prison sentence.

General duties of employers to their employees

- 1) It shall be the duty of employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.
- 2) Without prejudice to the generality of an employer's duty under paragraph (1) the matters to which that duty extends include in particular –
 - a) The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health;
 - b) Arrangements for ensuring, so far as is reasonably practicable, safety and absence from risks to health in connection with the use, handling, storage and transport of articles and substances;
 - c) The provision of such information, instructions, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
 - d) So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of access to and egress from it that are safe and without such risks;
 - e) The provision and maintenance of a working environment for his employees that is, so far as is reasonable, safe without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

General duties of employees at work

It shall be the duty of every employee while at work –

- a) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and

- b) As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

At St Michael's all staff are expected to report to the Office Manager (designated competent person for Health and Safety), or in their absence, the Headmaster, Bursar or Head of Maintenance, any defect, fault, or risk which they think may give rise to an accident or is unsafe.

Risks (Risk Assessment) and School Site

It is the responsibility of each individual member of staff to take reasonable steps to avoid risks and protect themselves and others at all times, eg when arranging high display boards use the two-step safety ladder provided, and not, for example, a chair. This also includes the avoidance of contamination by body fluids eg blood or vomit. (See Medical Policy for further guidance and/or 'Prevention and Control of Infection Guidelines for Early Years and School Settings', published by Health and Social Services, Jersey)

All staff are expected to report any hazards in their area as soon as possible to the Office Manager, who is the designated competent person for Health and Safety on the school site. Where appropriate they should seek advice or request training to ensure safe working practises. **Safety in school is the responsibility of us all.**

A library of Risk Assessments is maintained by the Office Manager for staff to refer to and to use themselves. (Please refer to the Risk Assessment Policy for further advice / guidance).

In order to carry out the Health and Safety Policy of the school the Office Manager in conjunction with the Headmaster, Bursar and Head of Maintenance undertakes:

1. To pursue the objectives of The States of Jersey in respect of health and safety.
2. To set up arrangements in the school to cover all health and safety legal requirements, to produce a written statement of those arrangements and to bring it to the attention of all staff. It will be monitored, revised and republished as necessary.
3. To be available to any member of staff to discuss and seek to resolve health and safety problems not solved at a lower level.
4. To take all necessary short term measures to avoid danger and to report to the school governors those instances where a problem cannot be resolved by them.
5. To note all health and safety instructions and advice issued by the States of Jersey and to bring them to the attention of staff. To keep a file of such information and to make it available to all staff.

6. To co-operate with staff as far as is reasonable in their efforts to maintain health and safety in school and to receive written reports (via the school's 'FreshDesk' IT / Maintenance reporting system), and respond to them, within a reasonable time.
7. To ensure that all areas of the school are inspected at least once a term.
8. To ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
9. To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware.
10. To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
11. To ensure that new employees are briefed about safety arrangements; in particular to ensure that they are given a copy of the school's statement and the opportunity to read it before starting work.
12. To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
13. To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained.

Responsibilities:

1. The Office Manager, who has a 'Level 3 Health and Safety in the Workplace' qualification (approved by RoSPA), is the designated competent person for Health and Safety on the school site.
2. The Trustees, Headmaster and Bursar of St Michael's School consider that one of their primary objectives is the achievement and maintenance of a high standard of health and safety on its premises.
3. They recognise their responsibility to provide a healthy and safe working environment for all staff, children and visitors to the school, including ensuring all necessary risk assessments are carried out and reviewed regularly.
4. They will take all practical steps within their power to fulfil this responsibility.
5. It is the intention of the Trustees, Headmaster and Bursar that for Health and Safety purposes the school will operate within the guidelines issued by the States of Jersey.

Accident Reporting

1. Introduction

In line with best practice, St Michael's keeps a formal record of serious accidents. (See below for a definition of a 'serious accident').

In addition, any accident which is not 'serious' would still be recorded in the staff Accident books held in Matron's Room (for teaching/Admin staff), the Maintenance and the Domestic Services Offices).

2. Scope

This policy applies to serious accidents occurring to all students and staff on St Michael's School premises or while under St Michael's supervision (e.g. trips and visits). It will also cover visitors, parents, contractors or any other members of the public.

3. Definitions

Serious Accidents:

A serious accident is an incident which results in:

- death or major injury
- 24 hrs hospitalisation or
- More than three (3) days absence from school or work
- Accidents/incidents involving a student, contractor or visitor (member of the public) on St Michael's School premises requiring an ambulance call out or treatment at the Accident and Emergency section of the hospital.

(Please note that a serious accident does not have to result in an injury to be serious and it may include an episode of an existing medical condition. It should still be reported if it meets the criteria above.)

4. Reporting serious accidents:

All 'serious' Accidents resulting in personal injury to pupils are recorded using the electronic Daybook - Accident Record Form and for staff in the accident books located in Matron's Room, Maintenance or Domestic Services offices. These accidents must be reported immediately to the Office Manager, or if unavailable, the Headmaster or Bursar, at the earliest convenience.

If an accident/incident is NOT serious, details should be recorded in the Daybook for pupils and in the staff accident books so an accurate record may be kept.

Near Misses: If you have a 'near miss', this should also be recorded either in the Daybook for pupils or the staff accident book so an accurate record may be kept. Depending on the nature of the 'near miss', it may also be appropriate to report this by phone or email to the Office Manager, or if unavailable, the Headmaster or Bursar.

5. What Employees/Students/Contractors/Public must do:

All Employees / Students / Contractors / Public must notify the Office Manager, Headmaster or Bursar, **immediately** if any of the following occurs to an individual(s) whilst at work or if the

incident occurs on St Michael's School premises or an out of school activity:

- You have an accident, (including those which do not result in an injury);
- You are assaulted/including threatening behaviour/verbal abuse;
- You are diagnosed as suffering from an occupational related disease/condition

6. The Office Manager as the competent person for Health and Safety:

All accidents and incidents in the workplace must be reported to the Office Manager - in their capacity as designated competent person for Health and Safety within the school, or in their absence, the Headmaster or Bursar.

The Office Manager, Headmaster or Bursar will do the following:

- Make sure that, where necessary, the emergency services have been contacted. A **clear** internal procedure for this is in place.
- Make sure the injured person and others affected by the accident have received the appropriate treatment and support from Matron, her designate or a First Aider where possible.
- Lists of First Aiders - these are displayed in the school office and outside Matron's Room.
- Make sure that appropriate action is taken to remove the risk of the incident happening again, if safe to do so, for example, by closing down equipment, closing off danger areas, putting up warning signs etc.
- Complete the formal documentation required (the electronic Daybook - Accident Record form for pupils or Accident Book for staff must be completed immediately after a notifiable accident; an internal accident report to be completed for a non-notifiable accident).

7. Accidents - students (additional information)

In the event of an accident a child should be sent to Matron. If Matron is not on site (after 16:00) her designee (*who holds a 1st Aid at Work and/or Paediatric 1st Aid qualification*) can normally be found in the School Office.

All accidents are recorded in the 'Daybook' on the Staff Portal. Any major accident should be dealt with in the following manner:

1. In the event of a severe problem call for an ambulance by dialling 999 or 112 (and asking for the ambulance service). Matron will normally do this.

Telephone the child's home to warn parents and to explain the situation. Again Matron will normally do this.

Let the Office Manager know of the accident, or in their absence the Headmaster or Bursar.

A follow-up telephone call to the child's parents the same night may be appropriate in order to enquire about the child's health. Please note that there may be occasions when the Headmaster may wish to do this.

All head injuries are reported to parents.

The Headmaster will review any report of an accident recorded in the electronic 'Daybook' in order to ascertain if the accident was avoidable and whether any procedures need changing.

8. Data Protection

No other copies of the Accident Record and/or any other completed formal documentation are permitted to be released to any other party external to St Michael's School. This includes parents and guardians. That said, parents and/or guardians will in the event of an accident always be informed of the incident.

9. Gap Students / Trident Programmes / third parties

The duty to provide first aid and to enact emergency procedures rests with the identified 'employer', and notification of accident/incidents involving students registered on and undertaking Work Related Education or Trident sponsored programmes rests with the notified employer. This also applies to out of school activities.

St Michael's School will report notifiable accidents at the earliest opportunity and by the quickest means to the relevant College or School in which the student is enrolled.

CRITICAL INCIDENT

Procedures are in place to deal with any emergency involving staff or pupils, whether in school or out on a trip, visit, musical or sporting fixture.

In the event of the Civil Emergency alarm sounding, (or if there has been a radiological leak) all children should be brought to the main school building and kept indoors with windows and doors shut until the 'all clear' is given.

GUIDELINES

The following are guidelines intended to serve as a checklist of the courses of action to be taken in the event of a major incident or accident affecting pupils and staff of St Michael's Preparatory School.

In the event of a major incident those staff members not directly involved with pupils or the incident itself should make themselves available in the main school office.

INITIAL RESPONSE TO A MAJOR INCIDENT AT THE SCHOOL

1. ALERT EMERGENCY SERVICES ON 112 / 999:

POLICE, FIRE BRIGADE, and/or AMBULANCE SERVICE as appropriate
Give meeting point as the porch in front of the main school.

- 2. ESTABLISH, CONFIRM AND NOTE ALL RELEVANT INFORMATION**
- 3. COLLECT DISASTER BOX FROM THE OFFICE MANAGER'S OFFICE**
- 4. SEND RUNNER WITH SITE MAP TO MEET EMERGENCY SERVICES**
An updated site map will be available in the Disaster Box
- 5. INFORM:**
Headmaster: Mike Rees (MBR)
Senior Deputy Head: Lenny McAviney (LGM)
Academic Deputy Head: Lilly Walsh (LMW)
Bursar: Gary Godefroy (GJG)
Office Manager: Claire Taylor (CLT)
Head's PA: Tracey Richardson (TAR)
Chairman of Governors: Nick Taylor (NJT) AS SOON AS POSSIBLE
Other Governors (as soon as possible)
Island: Mrs Bridget de Veulle (BdeV); Mainland: Mr Simon Funnell (SF)
- 6. ESTABLISH CONTROL ROOM IN BOARD ROOM.**
- 7. CALL IN CRISIS MANAGEMENT TEAM:**
Headmaster (MRB)
Senior Deputy Headmaster (LGM)
Academic Deputy Head (LMW)
Bursar (GJG)
Head of Junior (NJC)
Pre-Prep (CLM) (inc EYFS (FKG))
Office Manager (CLT)
Head's PA (TAR)

ASSIGN JOBS:

- Press Management:** Headmaster only (MBR)
Incident Secretary: Head's PA (TAR)
Briefing and control of non-affected pupils & staff: Senior Deputy Head (LGM)
Telephone system and Help-line: Office Manager (CLT)
Emergency Services Guides: Admin Assistant (NIB)
Parent notification, liaison and briefing: Deputy Head (LGM)
Governor liaison and briefing: Headmaster (MBR)
Catering: Domestic Services Manager (PWO)
Counselling: Matron (LPC) and SENCO (NCM)
Works, security, and safety: Head of Maintenance (PDP)
Insurance, Legal, and Finance: Bursar (GJG)
Others eg Education Department: Headmaster (MBR) / Head's PA (TAR)

8. **ISOLATE ALL EYEWITNESSES IN ART ROOMS**
Isolate with 'counsellor' as appropriate. Academic Deputy Head (LMW) to act as secretary and take statements.
9. **SET UP 24-HOUR RELIEF SYSTEM, if necessary**

ALLOCATION OF ROOMS - IN THE EVENT OF A MAJOR INCIDENT

THIS DOCUMENT ASSUMES THAT LOCATIONS ARE AVAILABLE.

(Where necessary the crisis management team will select alternatives)

Control Centre: Boardroom (with access to Photocopier; Stationery; Pens; Telephone; Clock; Fax; Computer; Printer; Maps).

Emergency Services Centre: La Houquette Hall

Assembly Points: for Pupils; Non-Committed Staff Form Rooms (double up if necessary).
Parents to Old Gym

Reception Centre: Main School Office

First Aid Centre: La Houquette Hall

Helplines: Main School Office

Pupil Collection Point:

Main School steps or Sports' Hall if main site unavailable (parking on Top Field or area advised at time)

Police : Eyewitnesses : Interviews :

La Houquette (Nursery)

Press Centre/ Briefing Centre :

Onsite incident –Old Dining Room.

Offsite incident –Headmaster's Study.

DANGEROUS SUBSTANCES (Control of Substances Hazardous to Health (COSHH) Regulations)

St Michael's seeks to ensure safe teaching and learning in environments where substances hazardous to health are present. This follows the minimum requirements for the Control of Substances Hazardous to Health Regulations 2003 (as amended) which is to be applied as best practice.

The primary objective of the Control of Substance Hazardous to Health Regulations 2003 (as amended) is to protect people in the workplace (and school environment) who are exposed to chemicals or substances that are hazardous to health.

DEFINITIONS

Hazardous substances have the potential to harm human health. This includes any hazardous substance, including any preparation, which may be used directly in the workplace or classroom, like paints, cleaning materials and chemical reagents; or they may arise from work

like dust, fumes and waste products. Others occur naturally such as fungal spores. To summarise, a substance hazardous to health includes any substances, which are listed as:

- Very toxic, toxic, harmful, corrosive or irritant;
- Substances assigned occupational exposure standards;
- Biological agents (e.g. micro-organisms causing disease);
- Dust of any kind, when present at a substantial concentration in the air

The health effects may be immediate or long-term. Employers and employees should be able to identify hazardous substances from information on the manufacturer or importer's labels and material data sheets.

REGULATORY REQUIREMENTS

To comply with the requirements of the Control of Substances Hazardous to Health Regulations, St Michael's will undertake the following actions.

- Identify hazardous substances in all areas of the school. (*Often the only way to identify if a substance is hazardous is from the material safety data sheet*). Areas of facilities and operations include – the Science and Design Technology Departments, maintenance/grounds/workshop storage areas, domestic services stores.
- Create an inventory of hazardous substances used in the School.
- 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 in which they are used using COSHH - Essentials from HSE website.
- Ensure that staff and students have received sufficient information, instruction and training to handle these substances.
- Ensure that employees can demonstrate competencies with regard to safe systems of work - control the risk using safe storage and application controls. (Using the Hierarchy of Control - see below)
- Monitor the implementation and effectiveness of control measures.

NOTE:

The hazard identification, risk assessment and control process should be undertaken in consultation with users of the chemicals and, where required, the Health and Safety designated person (Office Manager).

- Each step in the process must be documented (where appropriate).

RISK ASSESSMENT INFORMATION

Some of the issues to consider during the identification of the risk associated with the substance are:

- Where and how it is used, handled, generated, released etc. (identify storage areas, disposal methods, etc.)

- Whether their form changes (e.g. solids reduced to dusts by machining, vapour being given off);
- Who might be affected (e.g. employees, students, contractors, the public) and what they are doing. Are they likely to be exposed to hazardous substances present and to what extent?
- Whether such exposure would involve substances being breathed in, swallowed (e.g. following contamination of fingers etc.) or absorbed through skin;
- What measures are currently taken to prevent or control exposure and to check on the effectiveness and use of those measures?
- Whether it is reasonably foreseeable that accidental leakage, spillage or release could occur, e.g. through breakdown of plant or controls, or through operator error;
- Activities such as cleaning and maintenance should be included.
- How likely is an incident and how severe the consequences?

The guidance given by 'the **Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)** with regard to hazardous substances will be adopted by the service as best practice and guidance.

HIERARCHY OF CONTROL

Start at the top of the hierarchy

- **Elimination**
- **Substitution**
- **Engineering Controls**
- **Administrative Controls**
- **Personal Protective Equipment**

Review and Revision

Assessments should be reviewed periodically, particularly where changes are made to the exposure standards; new health or toxicity data become available; different substances are used or changes are made in their composition; different processes or work practices are introduced or significant changes are made in the scale of production or the numbers of personnel involved.

Monitoring

In certain cases, when exposure of the workforce cannot be prevented, then the exposure should be monitored e.g.

Where there could be serious risks to health if control measures were to fail or deteriorate; if one cannot be sure that exposure limits are not being exceeded; where you cannot be sure that particular control measures are working properly.

Monitoring, where required, will be undertaken by a competent person. Advice should be sought from the appointed health and safety consultant contactable via Head of Governance.

ELECTRICITY AT WORK / SCHOOL ENVIRONMENT

Electrical safety (including 'Portable Appliance Testing').

Inspection of electrical equipment **should be** carried out by the user on a regular basis. **Pupils should not bring electrical equipment into school unless they have the prior permission of a member of staff.**

Environment. Defects in heating, lighting, ventilation, etc should be reported to the Office Manager or in their absence the Headmaster or Bursar. For minor day to day issues the Maintenance Department can be contacted via the electronic 'Fresh Desk' or via the School Office.

Fire precautions. Fire drills are held termly. Fire exits and escape routes, extinguishers etc are maintained either by the Maintenance Department and/or professional provider.

INTRODUCTION

St Michael's seeks to provide a place of work free from risks to health and safety, and to ensure that work activities do not adversely affect the health and safety of employees and any others affected by work activities, particularly young people.

The Health and Safety at Work (Jersey) Law 1989 and the Electricity at Work Regulation 1989 (EAWR) impose duties on both employers and employees with regard to electrical safety.

Employers are required to ensure the safety of their employees and others, including contractors and members of the public under Article 3 and 6 of the Health and Safety at Work (Jersey) Law 1989.

Employees are also required to take care for their own health and safety and that of others (including pupils, parents and other school visitors) (Article 4; of Health and Safety at Work (Jersey) Law 1989.

EAWR requires employers to assess work activities involving electricity in terms of any associated risks; employers must ensure that electrical equipment is properly constructed, installed and maintained and that installations are suitable for the environment in which they are used.

If found necessary suitable personal protective equipment should be in good condition.

Employers are also required to ensure that work activities, including maintenance, are carried out safely and that persons carrying out electrical work must be competent.

Fuller details of the requirements of the EAWR 1989 are given at Appendix 1 and several definitions relating to electricity are given at Appendix 2.

Policy

St Michael's is committed to providing a safe working environment for employees and others affected by work activities. It acknowledges that work on **electrical equipment** can be hazardous and will reduce the risks as far as is possible. It will therefore take all reasonable steps to secure the health and safety of employees who use, operate or maintain electrical equipment.

The Headmaster in consultation with the Office Manager (who holds a Level 3 Health and Safety in the Workplace certification), Bursar and Head of Maintenance, are responsible for implementing this policy and employees have a responsibility to comply with it. Where a problem related to electricity at work arises, employees must inform the Office Manager, Headmaster, Bursar or Head of Maintenance immediately and action will be taken to investigate and rectify the situation without delay.

Contractors working on school property are required to comply with this policy.

Responsibilities

The following is a guide to the provision of a safe place of work for all employees, contractors, students, parents and other visitors.

St Michael's will ensure that:

- Electrical installations and equipment are installed in accordance with the current Institute of Electrical Engineers (IEE) Wiring Regulations.
- All work undertaken on electrical installations is undertaken by an approved contractor.
- 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.
- Portable and transportable equipment is tested as frequently as required (St Michael's has an annual PAT process in place with a local electrical contractor).
- All work carried out using, maintaining, inspecting or testing a system or equipment is undertaken using a safe system of work (see Appendix 3 for 'SSW's).
- Electrical equipment is suitable for use by identifying and assessing operational needs prior to its purchase.
- Work on live systems is undertaken only by approved contractors.

Live working will only be permitted as follows:

Live work cannot be avoided and

A 'permit to work' is issued by the contractor prior to work commencing and

A risk assessment is undertaken and attached to the permit to work. *(Copies of this paperwork are to be given to the person in charge of the site and made available on request).*

Employees who carry out electrical work are competent to do so (see Paragraph 6 below).

Any work on equipment or systems above 240 volts is only carried out under contract by approved contractors who are competent, trained and equipped for this work.

Contractors receive safety information and are fully aware of (and prepared to abide by) the School's health and safety arrangements;

Suitable Personal Protective Equipment is provided where necessary and is maintained in good condition.

Detailed records of all the above are maintained (see Appendix 6 for a list).

Employees

All St Michael's employees shall:

- Ensure that all electrical equipment and systems are treated with care and not misused in any way.
- Not attempt to repair electrical equipment and systems. All defects must be reported to the Office Manager, Headmaster, Bursar or Head of Maintenance 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.

Information and Training

Information, instruction and training (where necessary) will be provided to all employees so that they may work safely without risk to their own health and safety.

Portable Appliance testing (PAT) will only be carried by an approved electrician (School currently employs the services of RFOC Electrical Contractors).

Operators and users of electrical equipment need to understand:

- The dangers of electrical shock, burns, fire and explosion.
- The most common causes of electrical accidents and the means of preventing them.
- Any particular electrical hazards which are most likely to occur in the school and environment in which they work.
- School and local policy relating to the operation, use and maintenance of electrical equipment.
- **The importance of reporting equipment defects promptly and not using equipment once a defect has been found.**

Safe Systems of Work

Most people are aware of the health and safety hazards associated with electricity. In order to prevent injuries and fatalities safe systems of work should be in place. **Appendix 3** outlines safe systems of work to be followed and **Appendix 4** gives details of portable electrical testing requirements.

APPENDIX 1

MAIN REQUIREMENTS OF THE ELECTRICITY AT WORK REGULATIONS, 1989

(See Appendix 2 for definitions of the terminology)

- All electrical systems are to be constructed and maintained so as to prevent danger at all times, so far as is reasonably practicable.

The design and safe system of work must take into account the future operation, maintenance and any other work affected by the system. All required protective equipment must be provided, be suitable for the intended use, properly used and suitably maintained.

- The safe working limits of electrical equipment are not to be exceeded.

Unusual working conditions that might cause safe working limits to be exceeded are to be identified and appropriate safeguards provided. These may include; electrical and mechanical faults; power surges; heating; electromagnetic effects.

Electrical equipment must be constructed to prevent, so far as is reasonably practicable, any danger arising from foreseeable to adverse exposure.

This could include; mechanical damage; the effect of weather; wet, dusty, dirty or corrosive conditions; contact with flammable or explosive substances.

- All conductors in a system must be insulated or protected with a suitable material or be sited/ isolated so as not to present danger.

- Any conductor must either be earthed to discharge the electrical energy or have some other suitable precaution to prevent danger arising as a consequence of the conductor becoming charged. Such conductors may include metal casings, ionic salt solutions in the vicinity or conductor that does not form part of the system, but is within the electrostatic or electromagnetic field of the system.

Every joint and / or conductor in every system must be suitable for its intended use.

- Suitable forms of protection must be installed within the system so as to protect all parts of a system from foreseeable excess currents. This must take the form of fuses, circuit breakers etc.

- Suitable means of cutting off (switching off) and isolating (includes the prevention of inadvertent connection) the electrical energy supply to equipment must be available. Where it is not possible to cut off or isolate the equipment (as in live working for example) all possible precautions, so far as is practicable, must be taken.

- Precautions must be taken to ensure that dead equipment does not become electrically energised, if this would create a danger. All conductors should be proved dead before the commencement of work.

- All live conductors must be suitably insulated. Work may not be carried out on or near any live conductor which would give rise to danger unless:

Suitable precautions (including protective equipment) are taken to prevent injury;

It is unreasonable for the conductor (in all circumstances) to be made dead;

It is reasonable (in all circumstances) for the conductor to be live whilst the work is carried out on or near it.

- Adequate means of access, lighting and sufficient working space must be provided and maintained to all electrical equipment on which work is being carried out, to allow the operative to stand back from the conductor without hazard and where necessary allow persons to pass each other without risk.

- **Only persons having the appropriate technical knowledge, suitable training and experience are permitted to undertake electrical works.**

- No 'live' work is to be carried out under any circumstances unless special permission has been sought and a full risk assessment, with adequate control measures established.

APPENDIX 2

DEFINITIONS

System

Means an electrical system in which all the electrical equipment is or may be, electrically connected to a common source of electrical energy and includes such source and such equipment. (i.e. all parts of a circuit and not just the functioning instrument.)

Conductor

Everything capable of carrying an electrical current, not just those things intended to carry current.

Danger

Risk of injury from the use of electricity, the types of risk of injury covered in the Regulations are:

- electric shock or burns
- fires of electrical origin
- electric arcing
- explosions initiated or caused by electricity

Electrical Equipment

As defined in the Regulations includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

Electrical Engineer

Refers to a person appropriately qualified and/or a competent person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific task and prevent danger or injury arising during the course of the work, or as a result of the work.

APPENDIX 3 SAFE SYSTEMS OF WORK FOR ELECTRICAL EQUIPMENT

Faulty Equipment

- Report faults immediately. Do not use or continue to use faulty equipment.
- Ensure precautions are taken so no-one else can use / come into contact with faulty equipment.
- Do not carry out repairs, etc., or even fit plugs, unless you are authorised to do so.

Portable and Transportable Electrical Equipment

- The user should visually inspect personal issue equipment regularly.
- Portable electrical equipment should be thoroughly tested on a regular basis.
- Equipment used outdoors should be 110 volt or be supplied via a residual current device (RCD)
- Avoid using long extension leads wherever possible. If their use is unavoidable, ensure that the connector is manufactured to BS 4343 or the more recent standard BS EN 60309-2.

Temporary Installations

- Temporary wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than three months.

Electrical Work – High Voltage

- Do not carry out work on equipment or systems above 240 volts.
- Only qualified approved electrical contractors should be used to carry out this work.

Electrical Work – Voltages up to 240

- All work on electrical equipment or systems which involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energisation.
- A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose.

Live Working

- Live working must be avoided wherever possible. Work on or near live conductors is only permitted when essential for equipment fault diagnosis.
- **Only competent persons can be authorised to carry out live working.**
- A permit to work is required before working live.
- All practicable precautions must be taken when working live to ensure the safety of persons, including:

The use of special tools, rubber mats and gloves

The presence of another authorised person who understands the activity and who is able to

handle an emergency (e.g. remove the victim from further danger, administer first aid)

The erection of safety barriers to keep unauthorised persons out of harm's way.

APPENDIX 4

INSPECTION AND TESTING OF PORTABLE ELECTRICAL APPLIANCES

- Risk assessment shows that inspection and testing of portable electrical appliances are the most effective methods of undertaking safety checks. Visual inspections are extremely important in identifying faults. However, inspections should be supplemented by full testing where appropriate, especially for equipment in frequent and heavy use such as hand tools used in maintenance activities and other equipment subjected to heavy usage in certain environments which can impact on the integrity of the appliance.

- **About 25% of all electrical accidents involve portable electrical apparatus** (i.e. a piece of equipment connecting to the electricity supply via a plug). These are generally attributable to faulty flexible cables, extension leads, plugs and sockets. Examples include:

- Earth wires being pulled out of plug terminals due to loose or inadequate cord grips exposing the live terminal
- Badly made cable joints in flexible cables pulling apart under strain
- Incorrect connections in plugs or apparatus
- Damaged or missing covers exposing bare conductors
- Insulation failure leading to leakage currents
- Cables damaged due to various reasons including overload and mechanical damage

- **Many of these can be detected by routine visual inspections.**

Factors which need to be taken into account include:

- Equipment age
- Foreseeable conditions of use and abuse
- Effects of modifications and repair
- Analysis of previous records of tests / inspections / repair

Records should be reviewed on an annual basis to determine whether:

- The frequency of checks is adequate
- Equipment is unsuitable or inadequate for the purpose for which it is used

All portable electrical equipment at St Michael's School can be identified by a unique identification number and recorded in a register (as supplied by RFOC Electrical contractors) which contains:

- A description of each item
- Its normal location
- Required inspection and / or test details
- Inspection and / or test history
- Who carried out each inspection / test
- Date of next inspection / test and details of the test / inspection based on:

- Equipment condition

APPENDIX 5 CHECKLIST FOR VISUAL INSPECTION OF ELECTRICAL EQUIPMENT

- 1.Does the socket supplying the equipment appear damaged?
(If YES do not use - report to Office Manager.) YES / NO
- 2.Does the plug supplying the equipment appear damaged?
E.g. is the casing cracked or the plugs bent?
(If YES do not use - report to Office Manager) YES / NO
- 3.Does the plug become hot when the equipment is switched on?
(If YES do not use - report to Office Manager) YES / NO
- 4.Is the outer sheath of the cable supplying the equipment effectively secured at the plug end and the equipment end i.e. is the coloured insulation of the inner cables visible?
(If NO - report to Office Manager) YES/ NO
- 5.Is the cable supplying the equipment protected where necessary along its length - I.e. to stop chair legs etc. from damaging it?
(If NO - report to Office Manager) YES/ NO
- 6Is the cable supplying the equipment free from defects, temporary joints or kinks along its length i.e. is the outer sheath undamaged and continuous for its full length?
(If NO do not use - report to Office Manager) YES/ NO
- 7.Is the cable supplying the equipment as short as possible i.e. are enough sockets supplied?
(If NO - report to Office Manager) YES/ NO
- 8.Is there damage to the external casing of the equipment, or are there any loose parts or loose/ missing screws? (If YES do not use - report to Office Manager) YES / NO
- 9.Is there any evidence of the equipment or the cable supplying it overheating?
(If YES do not use - report to Office Manager) YES / NO
- 10.Does the equipment operate satisfactorily - i.e. with no evidence of intermittent or continuous fault?
(If NO do not use - report to Office Manager) YES / NO

ASBESTOS

St Michael's is very aware of the potential hazards associated with asbestos and employs the services of an approved asbestos surveyor to provide a yearly inspection of areas on the school site where asbestos may be located. A copy of this report is held by the Office Manager in the School's 'Risk Assessment' folder.

WATER / LEGIONELLA TESTING

As per States of Jersey Environmental recommendations, St Michael's ensures water supplies are safe for use including drinking water supplies, by regularly running all taps/water sources (every two weeks during long holiday periods) and cleaning of water storage tanks (annually). School has an annual Legionella Risk Assessment Report carried out by an approved provider, a copy of which is held by the Office Manager in the School's 'Risk Assessment' Folder.

SECURITY / VEHICULAR MOVEMENTS ON CAMPUS

St Michael's takes security of the school site seriously and all main gates are secure by automated locks after morning drop-off and re-open for collection of pupils later in the afternoon. This ensures children and staff can move safely around the site during the day and pupils can enjoy a safe playtime environment. Pedestrians, such as parents, deliveries and visitors to the school may access the school site via the key-coded pedestrian entrance. All visitors on campus MUST report to the School Office on arrival to 'sign-in' and again to 'sign-out' on leaving the premises.

School has an extensive risk assessment of vehicular movements for the school campus, a copy of which is held by the Office Manager in the School's 'Risk Assessment' Folder.

SLIPS AND TRIPS

St Michael's seeks to minimise the risk of slips and trips and prevent accidents for staff, pupils, parents and other visitors to the school site.

Slip and trip accidents typically involve:

- members of staff or pupils running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants eg food, litter etc.
- Obstructions – particularly bags and trailing cables

It is everyone's responsibility at St Michael's to ensure a safe environment for all.

- Stop floors becoming contaminated and minimise spillages.
- Remove spillages promptly.
- Use the appropriate detergent mixed at the correct concentration.
- Use of entrance matting, where appropriate.
- Machinery or buildings kept in good working order..
- Effective cleaning method for the type of floor (various throughout the school premises).
- Not increasing slip or trip hazards whilst cleaning is being done, by excluding (if possible) pedestrians until the floor is dry, or use of warning signage.
- Check for loose, damaged and worn flooring and report damaged areas immediately.

- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery (eg the dining hall)
- Sufficient lighting so slopes or steps are clearly visible.
- Walkways and work areas should be kept clear of obstructions.
- Use of correct footwear (where appropriate)
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given personal protective equipment (PPE), wear it and look after it.
- Inform the Office Manager, Headmaster, Bursar or Head of Maintenance of any work situation that you think is dangerous.

MANUAL HANDLING

Definitions

Manual handling includes lifting or lowering an object, pulling, carrying, holding, restraining and activities including sustained and awkward posture and repetitive actions.

Musculoskeletal Disorder (MSD)

‘Musculoskeletal Disorder’ means an injury, illness or disease that arise in whole or in part from manual handling in the workplace, whether occurring suddenly or over a prolonged period of time, but does not include an injury, illness or disease which is caused by crushing, entrapment or cut resulting primarily from the mechanical operation of plant.

Regulatory Requirements

To comply with the requirements of the Manual Handling Regulations St Michael’s School undertake the following:

- 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 (Note: the Maintenance team all have manual handling training).
- Review effectiveness of the risk control.

Common manual handling risks include:

- Moving furniture
- Lifting a ladder
- Pushing /pulling a trolley
- Carrying books and resources around various classrooms
- Stretching to reach a high shelf

- Bending to reach items above head or below knees
- Bending over for extended periods
- Carrying heavy and large objects and equipment

The regulations require that manual handling should in the first instance be avoided, however, if this is not reasonably practicable, please refer to the Office Manager, or one of the (trained) Maintenance team for assistance and advice to ensure safe systems of work.

St Michael's Maintenance Team: whose work activity involves manual handling, have received appropriate training and instruction on the dangers of manual handling and how to prevent injury.

WORKING AT HEIGHT

The Work at Height Regulations aim to prevent deaths and injuries caused by falls at work. It applies to all 'work at height' where there is a risk of a fall liable to cause personal injury.

Definition

Work at height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level.

The Maintenance Team at St Michael's have received training to work at height. No other member of staff, pupil, parent or visitor should be permitted to 'work at height' unless they have received appropriate training.

The regulations set out three simple rules for work at height:

- **AVOID** work at height if you can - If you don't need to go up there, don't!!
- If work at height cannot be avoided **PREVENT** falls by selecting and using the right access equipment.
- **MINIMISE** the impact of any fall. Where you cannot eliminate the risk of a fall, use work equipment or other means to minimise the distance and consequences of a fall, should one occur.

Each point should be considered in the order shown.

You should only be considering types of access equipment once you have decided that work at height is unavoidable.

Any work at height MUST:

- Be kept to a minimum
- Be properly planned
- Be appropriately supervised
- Be carried out by someone who is trained and competent and able to complete the task safely and erect/use/dismantle or operate as appropriate the selected access equipment.

Do not attempt to carry out any work at height in unsuitable weather conditions (eg wind, rain or ice!)

If you are going to work at height you should be trained and competent, and be able to:

- complete the task safely
- erect/use/dismantle or operate as appropriate the selected access equipment

Safety Note:

Training: If you are being trained you should be supervised by a fully trained and competent person.

DISPLAY SCREEN EQUIPMENT

INTRODUCTION

The following are guidelines dealing with the fundamentals of compliance with regulations made under the Health and Safety at Work (Jersey) Law 1989 and meets the minimum requirements of the Display Screen Equipment at Work Approved Code of Practice 1999 (Jersey)

The primary objective of the Display Screen Equipment at Work Approved Code of Practice is to protect people against the risks that Display Screen Equipment and associated systems of work can pose to their health and safety. The hazards associated with the use of Display Screen Equipment (DSE) are:

- Work related upper limb disorders e.g. temporary fatigue or soreness in the hands, arms, and shoulders etc., occupational cramp, chronic soft tissue disorders such as per tendinitis or carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue - poor positioning, poor legibility of screen documents, lighting, poor screen image.
- Fatigue or stress.
- Photosensitive epilepsy.
- Environmental factors, e.g. humidity, heating, ventilation, and static electricity.

At St Michael's all employees, particularly the administrative team (as designated display screen users), should be mindful of the safe use of display screen equipment and potential hazards associated with the equipment. Assessing the risk of potential injury arising from each identified hazard and seek to control that risk with an effective management plan inclusive of training.

A designated display screen user would:

- Use display screen equipment to do their job, as alternative means are not readily available for achieving the same results.
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job.
- Any potential User who suffers from photosensitive epilepsy must seek specialist medical advice before carrying out any work on display screen equipment.
- Eyesight tests should also determine the suitability of potential users who currently wear spectacles or contact lenses. If there are particular problems envisaged, an optician should be consulted for advice on such matter.

MEASURES TO CONTROL RISKS WHEN USING COMPUTERS

Control Measures

In order to minimise any potential risks to the health and safety of display screen equipment operators, the following guidelines should be adhered to.

(It should be stressed that, where the terminal is not used continuously, minor faults in equipment placement or design are not crucial.)

Conversely when intense and continuous operation is required, the need for optimum workplace and screen characteristics becomes crucial.

The Workstation

- Adjust your workstation for a good typing (keying) and viewing position.
- Adjust the height of your seat until your eyes are parallel with the top of the computer screen. Your forearms should be roughly horizontal whilst keying.
- Make sure that there is enough room under the desk to move your legs freely. Also, keep an organised work surface, free of unnecessary documents etc.
- Use footrests to raise or support your legs if you experience pressure on the underside of the thigh or the back of knees.
- Do not sit in the same position for long periods. Change your posture as often as is practicable.
- Avoid having to stretch your body to do work (especially the fingers). Try to maintain a soft touch on the keyboard and do not bend the wrists upwards whilst keying.

The Work Environment

- Arrange your workstation to make sure that bright lights or objects do not reflect of the screen.
- Do not face bright lights or windows. Adjust curtains and blinds to remove unwanted light.
- Inform the Office Manager of any discomforts you experience such as noise, temperature, humidity, glare etc.
- Use the controls on the screen to remove any flickering and make sure that the characters are well defined. Clean the screen regularly.
- Make sure that the lighting is enough to comfortably read notes on written paper.
- Adjust the screen or printed text lighting as required to reduce contrast between documents and the screen.

Better Working Practices

- Use your seat's armrest or a space in front of the keyboard to support your hands during pauses in keying.

- Last but not least, take short frequent breaks, if possible away from the screen. This time can be used on tasks not associated with your computer.

Assessment Review

Workstation assessments must be reviewed at periodic intervals, not greater than every three years; where problems are brought to attention (e.g. users suffering discomfort) or when significant change occurs.

Examples of significant changes are:

- A major change to software used;
- A major change to the hardware (screen, keyboard, input devices etc.);
- A major change in workstation furniture;
- A substantial increase in the amount of time required to be spent using display screen equipment;
- A substantial change in other task requirements (e.g. more speed or accuracy);
- If the workstation is relocated;
- If the lighting is significantly modified.

FOOD HYGIENE POLICY:

STATUTORY REGISTRATION

St Michael's is registered with Jersey Local Authority as a 'food business' within the meaning of the regulations. We can therefore be inspected at regular intervals by the Environmental Health Officer (EHO).

HEALTH AND SAFETY

We recognise that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times. The school's catering is carried out in-house by our Domestic Services Manager and her team. The Domestic Services Manager reports to the Bursar, who has ultimate responsibility for the catering function.

MANAGEMENT OF FOOD SAFETY IN THE DOMESTIC SERVICES DEPARTMENT

In managing food safety, the Catering Manager, is the competent person, holding a 'Level 3 Food Safety and Hygiene in Catering' certification (City and Guilds accredited) with professional assistance from catering companies and external consultants will:

Staff Training

- Require all catering and other staff who assist with food preparation to possess a basic food hygiene certificate (normally 'Level 2 in Food Safety and Hygiene in Catering' - City and Guilds Accredited).
- Ensure that all catering staff have clearly allocated responsibilities, which they understand.
- Train all staff in emergency procedures and switch-off of gas/electricity.

- Provide the Office Manager with records of training for the staff (CPD) database.
- Conduct annual refresher training where necessary.

Domestic Services Staff Uniforms and Personal Hygiene

- Ensure that all staff wear their appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served.
- Ensure compliance with the hand-washing / hand cleansing regime at all times.

Monitoring Compliance with Procedures

- Check that all products containing nuts or traces of nut are clearly labelled.
- Monitor kitchen staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure compliance with the daily cleaning and disinfection regime.
- Train domestic services/catering staff in Control of Substances Harmful to health (COSHH) procedures.

Pupils with Medical Conditions

- Liaise with Matron about special diets.
- Consult with a dietician, if necessary.

Monitoring incoming supplies

- Inspect, check temperatures where appropriate, and signs for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

Food Preparation, Serving and Consumption

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining rooms, counters, trolleys for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery and ensure appropriate 'Slippery floor' signage is in place.
- Check the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the Maintenance Department or Office Manager.

Equipment Monitoring

- Check all kitchen equipment on a daily basis in order to ensure that it is functioning properly, and keeps a record.
- Take the temperature with a probe of all meat or fish that is being cooked, and keeps a record of such.

Purchasing and Checking Stock

- Ensure that food supplies are only purchased from a reliable and authorised source.
- Check all that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

Professional Audit/ Assistance

- Obtain professional advice from a dietician on healthier food, menu planning and special diets as needed.
- Deep clean of all equipment, high level cleaning of all cooking, food preparation and storage surfaces / areas three times a year.
- Ensure that an appropriate pest control regime is in place.

Equipment Failure

- Report all equipment failure to the Maintenance Department or Office Manager as soon as it is discovered.

First Aid

- Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

Signage

- Display the appropriate First Aid, COSHH and Emergency notices.

Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.

CATERING AND FOOD HYGIENE POLICY

Active, growing children and young people require plenty of wholesome food and regular meals. At St Michael's we believe that we can offer something that will satisfy everyone. We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible. We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our suppliers to make as much use as appropriate of organic, natural food products and fair trade produce and to eliminate potentially harmful food additives. We ensure that our suppliers, local and national are committed to providing best quality and value, with the highest standards of accredited health and safety. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

Lunch is the main meal of the day, and pupils may either opt for either packed (brought from home) or hot lunches, which they eat under supervision. The lunch break is 1 hour and 15 minutes in length, allowing time for lunch and playtime.

BREAKTIME - FOOD AND DRINK FOR PUPILS

Children are expected to bring a snack for their morning break. This should be in the form of fruit, crisps (not highly flavoured), a sandwich or a plain biscuit. Sweets and chocolates are not allowed. Fresh water is provided.

DRINKING WATER

During hot weather staff ensure that children have opportunities for water breaks throughout the day. Children are permitted (all year-round) to bring a plastic bottle of water to school in both classrooms and exam rooms. It must be replaced weekly to remain hygienic. There are drinking fountains around the school site and designated drinking water taps (*to refill personal water bottles*) are clearly signed.

OUR MENUS

We offer a wide menu, with plenty of fresh fruit, vegetables and salads. There is no choice or alternative to the served meal. The weekly (*rotating*) menu is published on the Parent Portal (Parent Policies). We offer our pupils a widely varied, healthy and tasty diet. However, our cuisine is mainly European, and we do not operate either Kosher or Halal kitchens.

SPECIAL DIETS

We expect all pupils to eat their school meals, and can only meet individual requirements that are based upon attested medical grounds.

Every effort is made to obtain food that does not contain nuts. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child enters the school. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. Matron and the Domestic Services Manager are happy to see any parent who has concerns about their son or daughter's medical condition, but parents should be aware there is limited opportunity to produce special menus for individual children.

LEARNING ABOUT FOOD AND HOW TO COOK

We devote time in both PSHE and Biology lessons to ensuring that pupils understand why a healthy diet is so important. We believe that cooking is an important life skill.

Children throughout the school take part in various cooking activities and we have highly popular cookery after-school clubs as part of Activities for children in Years 5 to 8. It is the school's aim for as many children as possible to have the opportunity to take part in this Activity.