

# Janvrin School



## Health and Safety Policy

UNCRC

Article 19: All children have a right to be protected from harm.

Article 27: Every child has the right to a standard of living that meets their physical, social and mental needs.

## **General Statement of Policy**

The school accepts delegated responsibility for arrangements to secure the health, safety and welfare of people at work from the Department for Children, Young People, Education and Skills (CYPES) and to provide all necessary information, instruction, training and supervision required for this purpose.

We also accept responsibility for the health and safety of other people who may be affected by our activities and aim to ensure that staff and pupils work together to secure an environment which is safe and without risks to health.

In order to ensure that the policy is effective, it will be monitored and reviewed annually by the HT. This will be done using the following information:-

- feedback from the visiting CYPES advisor for Health and Safety who will review risk management systems with the Health and Safety committee, including the Headteacher,
- feedback from the Health and Safety committee,
- review of classroom checklists,
- review of Accident/near miss log,
- reports from JPH and safety inspections

## **Responsibilities**

Headteacher:

The Headteacher has a duty to protect people at work, contractors, visitors and members of the public who work in or visit the school area.

The Headteacher is responsible:-

- for ensuring that the policies are understood by all staff and that appropriate training takes place at regular intervals
- for ensuring that the policy is monitored and reviewed
- for ensuring that all equipment, apparatus and materials are safe for use and that the Health and Safety staff at the Department for Children, Young People, Education and Skills (CYPES) have their attention drawn to any matter that cannot be dealt with locally.
- for ensuring that any potential hazards are brought to the attention of JPH or the Department for Children, Young People, Education and Skills (CYPES)
- for ensuring that only approved contractors are used to carry out repairs to the school premises.

## **Individual Staff Members**

Each person has a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts at work, to use properly any equipment or materials provided for use and to co-operate fully to enable the discharge of employer's duties under the Health and Safety at Work Act.

## **Individual Teaching Staff**

Each teacher is responsible for ensuring that their area of control and responsibility conforms to the necessary health and safety rules, thus ensuring their own safety and that of all who come into contact including pupils, colleagues, visitors and contractors.

## **School Admin Staff and Caretaker**

The school secretary and caretaker are responsible:

- For maintaining a summary of the maintenance contracts that the school are involved in and monitoring the progress of these. (Red File)
- for ensuring that all visitors are identified and sign in/out
- for ensuring that workstation assessment is completed for all staff accessing computers.

### **Contract Cleaners**

The responsibility of training and maintaining health and safety standards with contract cleaners lies with the company employing them. The caretaker regularly liaises with the company representative.

### **Rules and Regulations**

Each person must ensure:-

- codes of practice or statutory requirements are observed and practised within their area of responsibility and that statutory notices are displayed;
- that regular risk assessments are carried out using the checklist available, and any problems brought to the immediate attention of a member of the SLT.

### **Equipment and Materials**

Each person must ensure that all equipment and materials used in their areas of responsibility are safe to use and marked when appropriate with warning signs, used in accordance with manufacturers' instructions and any other instructions issued by CYPES.

Any shortcomings in the provisions made for the storage and use of inherently dangerous materials are to be brought to the attention of the Headteacher.

All COSHH materials are stored in a labelled COSHH store cupboard.

Refer to CLEAPS for specific Science and DT based Health and Safety advice.

### **Protective Clothing and Equipment**

Each person must ensure that there is an adequate supply of protective clothing and equipment available for themselves, others working with them and pupils. Any shortcomings should be brought to the attention of the Headteacher. Refer to CLEAPS for specific Science and DT based Health and Safety advice.

### **Risk Assessment**

Each person should be constantly aware of hazards. Risk assessment is an ongoing process and everyone identified is responsible for ensuring that new hazards are identified and actions taken to eliminate or control them. The aim is to ensure that no one is hurt or made ill by coming to our school. There are a number of generic risk assessments for the site which are reviewed regularly and updated annually by the SLT.

Risk Assessments for school visits are required to be submitted to the Assistant Headteachers or Headteacher at least one week prior to the scheduled trip. Any necessary adjustments can then be made prior to the visit taking place. Additional risk assessments from activities or places visited are to be attached to the school RA.

### **Training**

Opportunities will be provided for specific training for health and safety within the school's overall priorities. New staff, including supply and temporary staff will be given appropriate training and records will be kept to assist with monitoring and identification of staff training needs. The use of online training through Virtual College and the logging of training on this supports an up-to-date accurate record of staff training. Specialist training is undertaken by members of the SLT.

### **Arrangements/Procedures**

**First Aid** (please refer to Policy and Procedures document).

## **Accidents**

Staff should report all accidents and near misses. The detailed procedure to be followed is available in the Health and Safety policies file in the school office. In addition, details are to be recorded in the accident/near Notifiable Incident link on Gov.je.

Incidents will also be recorded on SIMS for individual files.

Parents MUST always be informed when a child has received first aid by a first aider.

## **Major Accidents**

In the event of a major accident, the First Aid Officer must be called, major bumps to the head, major cuts, serious falls, possible broken limbs, or where a pupil needs to be sent home or needs medical attention.

These incidents should be referred to emergency services where appropriate and parents informed in conjunction with this communication.

These accidents will then be registered on Gov.je as a 'Notifiable Incident' by SLT or the First Aid Officer.

## **Vomiting**

Granules are kept in the COSSH cupboard.

It is the responsibility of the closest teacher/member of staff to inform the office and caretaker to collect the granules and put them down over the vomit. Granules are not to be used outside. In the event of vomiting outside please inform the caretaker who will wash with disinfectant.

Please take care not to let granules go down a sink or enter the drainage system. They cause serious blockages.

## **Administration of medicines**

Please refer to Policy and Procedures.

## **Contractors**

When contractors are engaged to work in the school the Headteacher/Caretaker will liaise with the contractor or his/her representative to ensure that the contractor is aware of the school rules, of any particular hazards that might be present (for example dangerous chemicals, asbestos, corrosive materials) and of any temporary rules that will apply during the contractor's presence on the premises.

The Headteacher must ensure that any temporary rules, such as exclusion from premises, are made known to all staff, pupils and students, parents, and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor in consultation with the Headteacher.

The Headteacher will consult the CYPES and Jersey Property Holdings, for any additional guidance on these matters.

All contractors must report to the Headteacher before any work takes place, and the Caretaker prior to each working session.

## **Smoking**

In the interests of the health and safety of all staff and pupils a No Smoking policy is in operation throughout the school and its grounds.

## **Waste Disposal**

At the end of the day, as well as during the day, all waste paper bins are emptied into refuse sacks and placed in the wheelie bin. Broken glass is disposed of in the glass bin.

**Traffic Management**

Please refer to RA and procedures documents.

**Manual Handling**

All staff should make themselves aware of the Manual Handling Policy stored in the Health and Safety files and should identify any risks and report them promptly to the Headteacher.

PLEASE SEE RISK MANAGEMENT FILES IN THE SCHOOL OFFICE FOR FURTHER DETAILED POLICIES UNDER THE HEADINGS ABOVE.

Review: September 2023