St. John's Primary School



Health and Safety Policy

"You should not be harmed and should be looked after and kept safe."
Article 19 United Nations Rights of the Child

Thinking
Learning
Caring

General Statement of Policy

The school follows the series of policies provided by the Education Department in relation to Health and Safety. These are accessible at https://www.gov.je/Government/Departments/Education/pages/policies.aspx and are not printed as we are aware that updates occur and once printed, they are out dated.



Screen Shot of Health and Safety Policies provided on www.gov.je. Those highlighted have been individualised to suit the context of our school or appendices have been made to suit the context of the school.

The aim of the policy is to provide guidance on the welfare and safety of employees and the community using the school premises. A copy of the policy is available in the Head and Care Takers Office and the Staff Room.

The school accepts delegated responsibility for arrangements to secure the health, safety and welfare of people at work, 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 SLT. This will be done using the following information:-

- Feedback from the nominated members of staff responsible for health and safety
- Review of Risk Assessments
- Review of visiting contractors checklists
- Review of Accident/near miss log (teacher sensitive – Health and Safety- Near miss logs)
- Reports from Jersey Property Holdings safety inspections.

Responsibilities

Headteacher / Deputy Headteacher:

The head teacher has a duty to protect people at work, contractors, visitors and members of the public who work in or visit the school area.
The head teacher is responsible:-

- for ensuring that the policy is 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 Education Department 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 CYPES
- for ensuring that approved contractors are used to carry out repairs to the school premises,
- for ensuring that workstation assessment is completed for Staff responsible for Admin (Head, Deputy, administrators)
- To ensure the policy is reviewed annually

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, parents, colleagues, visitors and contractors.

School Administrators

The school administrator is responsible for

- ensuring that all visitors are identified and sign in/out
- for ensuring that workstation assessment is completed for the admin computer staff

Caretaker

The caretaker is responsible for:

- Maintaining a summary of the maintenance contracts that the school are involved in and monitoring the progress of these.
- Carrying out regular checks using the checklist available, and any problems brought to the immediate attention of the head teacher.

Rules and Regulations

Each person must ensure:-

- that so far as is reasonably practicable, all local rules, relevant safe working practice notes,
- codes of practice or statutory requirements are observed and practised within their area of responsibility, and that statutory notices are displayed

- That regular checks are carried out using the visual check list electrical equipment (copies in H&S file)

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 the Authority. 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, deputy headteacher or caretaker.

Health and Safety File

There is a Health and Safety file containing relevant risk assessments and policies. The school adheres to CYPES Critical Incident plan and have adapted this to suit the context and requirements of our school location and community. This outlines procedures to follow should a Critical Incident occur. The aim of the plan is to provide appropriate guidance to staff, to promote the safety of the school community including visitors. Details of children are kept in files in the Office cupboard and filing cabinet as well as on the SIMs database.

Fire Marshalls

The names of the Marshalls are Stuart Pallant, Jamie Hazley, Martin Fallaize, Helen Falle and Debbie Bridge. The role of the Marshall is to follow guidelines and monitor relevant Key Stages safety. Martin Fallaize is the Lead Marshall. In his absence, this role is covered one of the other fire marshals.

Risk Assessment

The School has a Traffic Management Plan and Risk Assessments for a range of whole school, class and specific areas of the school. These are stored in Health and Safety file in the Deputy Headteacher's office.

Each person should be constantly aware of hazards. Risk assessment is an ongoing process and everyone identified in this policy 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 by the Health and safety Committee.

Training

Health and Safety training/CPD will be sought for members of staff in line with school requirements and CYPES expectations.

Information

Any member of staff has the right to take up an issue on health and safety with his/her immediate line manager or with the Headteacher / Deputy Headteacher.

Child Protection

The Designated Safeguarding lead is Stuart Pallant. The Deputy DSL is Jamie Hazley.

Arrangements

For information regarding First Aid and administration of medicine please refer to the St John's First Aid Policy and Administration of Medicines Policies.

Fire and other Emergencies

All staff must ensure that they fully understand the procedures in the emergency evacuation plan and are aware of their own individual roles. These are listed in the school 'Fire and Emergency Evacuation Policy'.

- The member of staff responsible (The Caretaker) is to ensure that notices detailing information regarding the fire or other emergency alarms and drills are recorded on the log.
- That fire precaution forms is kept up to date as necessary
- That all firefighting equipment is inspected annually and appropriate entries are made in the log book
- Twice yearly Fire drills are held, response times are monitored and actions are evaluated.
- All staff have completed fire safety training on Virtual Collage, Certificates in DHT office.

Contractors

When contractors are engaged to work in the school the 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.

All contractors must report to the reception before any work takes place, and the caretaker prior to each working session. A visitor lanyard must be worn at all times.

Smoking

In the interests of the health and safety of all staff and children a no smoking policy is in operation throughout the school and grounds. Staff are asked to speak to any adults seen smoking on site, or inform the Headteacher Deputy Headteacher immediately.

Waste Disposal

At the end of the day all wastepaper bins are emptied into refuse sacks and placed in the wheelie bin. Broken glass is to be wrapped in several layers of paper, put in a safe place and the caretaker informed and asked to remove it suitable equipment (Sack trolley / Skate) will be used as necessary.

Road Safety/Traffic problems at arrival and departure times

See Traffic Management Plan September 2022. Staff cars are parked in the playground or parking spaces outside school. Staff are asked not to try to enter or leave the playground during the 15mins before or after the school day to maintain safety for the children.

A 'system of dropping pupils in the morning is in place and fully staffed on a temporary one-way system, see traffic management plan for further details.

A crossing patrol in place before and after school every day. This is done by the Caretaker, in his absence another trained member of staff will cover this duty.

COSHH

Please refer to the COSHH policy. In all classrooms a "*Control of Substances Hazardous to Health Within our Classrooms*" is visible. The guidelines detailed upon these are taken from product data sheets. All other substances are maintained in a locked shed by the school's caretaker; he has data sheets for all substances detailing requirements.

Accident Reporting Procedure

All accidents, near misses and dangerous occurrences must be reported promptly. All accidents or near misses are to be recorded in the accident/near miss folder which is stored on *Teacher shared – Health and safety – Near Miss log.*

Should an accident be a "notifiable accident" (*a visit to a & e, ambulance call out, death or major injury or 24 hour hospitalisation*) then a notifiable accident online form must be completed and the copy of this is to be returned in the person's file there is also a notifiable accidents folder in the school office. The forms are accessed via:
https://jersey-self.achieveservice.com/service/Incident_reporting_form

Emergency Evacuation Procedure

Each person is to ensure that they are aware of their own individual responsibilities in the event of a fire or other emergency that requires evacuation of the school. A copy of the emergency evacuation procedure is to be displayed prominently in each area of the school and the policy is in The Health and safety file.

Change History

Version	Date Issued	Issued by	Reason for Change	Presented To	Approved by:	Date
0.1	December 2022	Stuart Pallant	Updated Policy with new staff	All Staff	JH	December 2022
0.2	January 2025	Jamie Hazley	New Changes	SLT	JHa	January 2025