



**ELIZABETH  
COLLEGE**  
GUERNSEY · FOUNDED 1563

# **HEALTH, SAFETY & WELFARE POLICY**

<b>Issue No.</b>	<b>Date</b>	<b>Prepared By</b>	<b>Issued By</b>
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**PART ONE  
STATEMENT OF INTENT**

**GENERAL STATEMENT**

In accordance with the Health and Safety at Work (General) (Guernsey) Ordinance, 1987, the Board of Directors recognises and accepts responsibility for the health, safety and welfare of its employees. The Board accepts responsibility for the health and safety of other people who may be affected by its activities.

The Board will continue to take such action as is necessary to discharge its responsibility including compliance with statutory requirements, Codes of Practice and such advisory material as is or may become available with regard to the many activities carried out within the College.

Employees themselves have a legal responsibility to take care of their own health and safety at work and of that of other persons who may be affected by their act or omissions at work. Employees also have a duty to co-operate with their employer and to comply with any legal obligations and safety procedures applicable to their work.

The Board’s policy includes the provision and maintenance for all employees of the following:-

- 1. Safe and healthy working conditions and systems of work.
- 2. Equipment, tools and machinery which are safe and without risk to health.
- 3. Safe access to and egress from the place of work
- 4. Such information, instruction, training and supervision as is necessary to ensure health and safety at work.
- 5. Arrangements which are safe and without risk to health in the use, handling, storage and transport of article and substances.

All employees have a part to play in ensuring health and safety at work and the Board will welcome any suggestions which will help it to meet this objective. If any employee has any suggestions or wishes to raise any matter concerning health and safety at work, that employee should not hesitate to report this to his/her Head of Department who is under an obligation to refer any such matter to the Bursar who will take appropriate action.

It is important that matters concerning health and safety are kept under constant review and in addition to any action taken on a day to day basis, the Board’s policy statement and methods of implementing its policy will be reviewed annually.

Name .....M F SPILLER.....

Position ...Bursar.....  
(on behalf of Board of Directors)

Signed:.....*Mike Spiller*.....

Dated:...20 June 2015.....

**PART TWO  
ORGANISATION TO IMPLEMENT  
HEALTH AND SAFETY POLICY**

## ORGANISATION

1. Overall and final responsibility for health and safety is that of **The Board of Directors**
2. **The Bursar** is responsible for this policy being carried out at the premises of Elizabeth College. The **Vice Principal** will be responsible in his absence.
3. The following appointments are responsible for safety in particular areas:

<u>Appointment</u>	<u>Area</u>	<u>Any special responsibility</u>
Health & Safety Co-ordinator (Head Teacher)	All Beechwood	Health & Safety Courses & Activities
(Head Teacher)	Acorn House	
(Games HOD/Trip Organisers)	PE/Games/Activities	Off site activities
(Science HOD)	Laboratories	
(DT HOD)	C D T Workshops	
(OC CCF)	CCF	Co-ordinator for CCF
(Appropriate HOD)	Other Departments	

4. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must straightaway tell the appropriate person named above.
6. Consultation between management and employees is provided by **Termly Meetings**.
7. Other responsibilities:

First Aid and Fire Safety Training – **Health & Safety Co-ordinator**

Investigating accidents involving staff – **Bursar**

Monitoring maintenance of plant and equipment – **Bursar**

Investigating accidents involving pupils – Upper School – **Head of Department**

Investigating accidents involving pupils – Beechwood – **Head teacher**

Investigating accidents involving pupils- Acorn House – - **Head teacher**

**Please see schedule of individual duty holders.**

## **DUTIES AND RESPONSIBILITIES THE BOARD OF DIRECTORS**

The Board of Directors duties:

- Monitoring the Health & Safety performance of the Elizabeth College both proactively and reactively.
- Prioritising resources where Health and Safety actions are required.
- Ensuring that suitable actions are taken to remedy significant health and safety issues.
- Discussing health and safety as a topic during Board Meetings.
- Ratifying the Elizabeth College Health & Safety Policy.
- The nominated Director for Health & Safety will attend and brief the Board of Directors on completion.

## **DUTIES AND RESPONSIBILITIES THE BURSAR**

The Bursar

- Is responsible and accountable to the Board of Directors for implementing the College safety policy and for all matters relating to health, safety and welfare within the establishment.
- Must be aware of all contracts and/ or third parties entering the college to undertake maintenance, service or works contracts. This duty may be delegated to the Maintenance Foreman or Head Caretaker, who will ensure the safe execution of the work being carried out.
- Will be responsible for ensuring that the College's safety policy is effectively implemented and understood at all levels and that the policy is regularly monitored, effectively controlled and revised as necessary.
- Is responsible for ensuring that all new, amended and updated material regarding health and safety matters is brought to the relevant person upon receipt.
- Must ensure that the agreed procedures for reporting all defects, hazards and problems regarding health and safety matters function efficiently and effectively.
- Will ensure that the Health and Safety Committee meet at least once a term (Acorn and Beechwood have a safety representative on the Health & Safety Committee).
- Will seek advice, where appropriate, from outside agencies who are able to offer expert opinion.
- Shall have the right to stop what are considered unsafe practices, or the use of any plant, tools, equipment or machinery he considers unsafe.
- Will ensure that building structures (internal and external) and building plant meet the required safety standards.
- Ensure that safety equipment is properly maintained.
- Ensure that the College's portable appliance testing programme is carried out
- Ensure that the required hygiene standards are met throughout the College.
- Ensure that the College's vehicle fleet meets the required standards.
- Ensure that records of regulations are maintained.

## **DUTIES AND RESPONSIBILITIES HEALTH & SAFETY CO-ORDINATOR**

The College Health and Safety Co-ordinator will:

- Be directly responsible to the Bursar for the day to day management of Health and Safety throughout the College.
- Investigate, and implement if necessary, recommendations raised by the College's Health and Safety Advisors, Normandie Health and Safety.
- Carry out the duties of Fire Officer and First Aid Officer if these roles are not allocated separately.
- Ensure that courses are booked for staff updating their qualifications or requiring new qualifications.
- Maintain records of staff, first aid and fire qualifications.
- Attend all Health and Safety Meetings and take minutes at those meetings.
- Agree the agenda for meeting with the Bursar.

## **DUTIES AND RESPONSIBILITIES COLLEGE FIRE OFFICER**

The College Fire Officer will:

- Ensure that all staff are instructed and understand their role in respect to fire safety.
- Ensure that all fire fighting equipment is kept in an unobstructed place and ready for immediate use.
- Ensure that all fire fighting equipment, including the alarm is regularly checked.
- Ensure that staff are familiar with the method of operation of extinguishers and the type of fire for which they are appropriate.
- Ensure that staff and pupils are aware of and understand evacuation procedures.
- Ensure that procedures for Fire Drills and evacuations from all College buildings are in place and tested on a termly basis.
- Ensure all Fire Drills and incidents are recorded.
- Advise Heads of departments on all matters concerning fire safety.
- Liaise with the Guernsey Fire Brigade over inspections and familiarity visits.
- Be a member of the College Safety Committee and report on matters of fire safety each term.
- Conducting fire risk assessments.



## **DUTIES AND RESPONSIBILITIES FIRST AID OFFICER**

The First Aid Officer will be responsible for the arrangements for First Aid. This will entail:

- Advising on all aspects of First Aid.
- Ensuring that all First Aid boxes and eye wash stations are provided and stocked with designated items.
- Ensuring that rubber gloves and suitable protective clothing is provided.
- Taking charge of situations where personal injury or illness has occurred and where further medical help is required.
- Maintaining records of First Aiders and ensuring that their qualifications are up to date.
- Be a member of the College Safety Committee and report on health matters each term.

## **DUTIES AND RESPONSIBILITIES HEADS OF DEPARTMENTS**

Heads of Department are responsible and accountable to the Bursar for all matters relating to health, safety and welfare in their departments.

In the exercise of this responsibility heads of department must ensure that:

- All staff under their control receive instruction in their duties regarding health and safety matters.
- All staff under their control have been adequately trained to carry out their duties efficiently and effectively.
- They are aware of regulations, codes of practice, guidance notes and warning signs and notices appropriate to their specialist area.
- There is a Department safety policy, defining safe working arrangements and bringing this to the attention of all who work in the area, including teachers support staff, technicians etc.
- All statutory notices, placards, regulations and safety signs are displayed as appropriate to the workplace. This will include arrangements for facilities such as First Aid equipment, protective clothing, registers, log books etc.
- All machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- All problems , defects and hazards are reported to the Bursar.
- A copy of Fire Regulations is prominently displayed in all rooms for which they have responsibility.
- Regular inspections of the Department and risk assessments are carried out, in particular with regard to plant, machinery, equipment, electrical appliances along with the use of substances.
- Ensure suitable and sufficient risk assessments are conducted within their department. Risk assessments should be recorded and subject to regular review.
- They attend meetings of the College Safety Committee when requested to do so.

## **DUTIES AND RESPONSIBILITIES COLLEGE STAFF (ACADEMIC AND SUPPORT)**

All staff:

- Have responsibilities under the Health and Safety at Work (General) (Guernsey) Ordinance, 1987 and are asked to report any possible hazards or defects to their Head of Department, member of the Safety Committee or Bursar.
- Will be given access to the College's Health and Safety Policy and are asked to make themselves familiar with it and particularly the health and safety documents relating to their particular areas of work. Copies of the health and Safety policy will be available at all time in the Common Room, Secretary's office and Bursar's office.

## **DUTIES AND RESPONSIBILITIES TEACHERS AND TECHNICIANS**

Teachers and technicians:

- Are responsible and accountable to their Head of Department for the implementation of the College and Departmental Health and Safety Policy in the performance of their duties.
- Must be familiar with and adhere to the College and Departmental Health and Safety Policy.
- Must ensure that where conditions apply, all pupils and persons under their control receive instructions and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- Must report to their Head of Department all problems, defects and hazards brought to their notice.
- Before commencing work at College supply or temporary teachers must be made aware of the College and Departmental Health and Safety Policy and of any special arrangements or procedures relating to their work.
- Ensure appropriate risk assessments are made before lessons are held and for any school trips undertaken.

## **DUTIES AND RESPONSIBILITIES THE HEAD CHEF/CATERING MANAGER**

The Acorn House & Senior School Refectory catering manager:

- Ensure familiarity with the College Health and Safety Policy.
- Ensure that all kitchen staff are instructed and informed to work in accordance with the College's Health and Safety Policy.
- Be familiar with the Food and Drug (Guernsey) Law 1995.

## **DUTIES AND RESPONSIBILITIES PUPILS**

Pupils will:

- Follow staff instructions concerning safety.
- Conduct themselves at all times with regard to their own safety and that of other pupils.
- Wear seat-belts when travelling in the College minibuses.
- Wear protective clothing and goggles when instructed to do so.

## **SPECIALIST ADVISORS**

The Directors recognise that there will be occasions when the College will require specialist advice on specific matters. This advice will be acquired as and when necessary following recommendations from the College Safety Committee.

**PART THREE  
ARRANGEMENTS (SAFETY STANDARDS & PROCEDURES)**

### 3.1 ACCESS & EGRESS

1. Poor access or egress can lead to trips, slips and horizontal fall injuries, or to more serious consequences resulting from emergency evacuation. It is policy of Elizabeth College to prevent such accidents by requiring all access routes to be kept clear and free from obstruction, and to assess the risks of slips, trips and falls within the workplace. Where a significant risk has been identified Elizabeth College will take the appropriate action to manage the risk.

### 3.2 ACCESS EQUIPMENT

1. It is the policy of Elizabeth College to provide its employees with means of access that are safe and free from any defects.
2. It is the policy of Elizabeth College to purchase commercial standard stepladders and step tools only. Domestic rated equipment will not be allowed because it is not designed for use in a commercial environment (duty rating is inadequate).
3. Every ladder shall be of good construction, suitable and sound materials, adequate strength for the purpose for which it is used and shall be properly maintained.
4. Ladders, stepladders and step stools will be inspected on a regular basis and thoroughly examined at six monthly intervals. A central register will be maintained of these inspections by the Head of Maintenance.
5. Members of staff are expected to visually inspect access equipment before it is used to ensure it is in safe working condition.
6. Any item which has been involved in an accident is to be labelled accordingly and taken out of use until an investigation has been completed. Details of remedial action or destruction of the item will be entered in the register.
7. Scaffolds erected in-house by the maintenance team will be subject to an inspection regime as required by the Safety of Employees (Miscellaneous Provisions) Ordinance 1952.
8. Only competent and authorised persons will be allowed to erect, dismantle and inspect scaffolding structures.

### 3.3 ACCIDENT REPORTING

#### Pupils

When an accident occurs, even a minor one, the teacher present should:

- Stop any activity of the other pupils under his/her care which could lead to further accidents because he/she is no longer able to supervise them.
- Give immediate First Aid or obtain the help of someone who can do so.
- Inform the school office by telephone, the office will summon a first aider.

Report the incident to the Principal's secretary, Head of Beechwood or Head of Acorn House and the Bursar without delay, giving factual details of the name of the pupil, form, time and place of the accident, the nature of the injury, First Aid given and by whom and in what manner the pupil was sent for treatment. Enter details on the Education Council Accident Report Form. **You must notify HSE at the Board of Industry of any fatal or major injuries without delay (e.g. by telephone). Within 7 days you must follow this up with a written report to HSE.**

### 3.3 ACCIDENT REPORTING continued

#### Staff

If working alone, seek immediate assistance by contacting the Bursar's office or the nearest responsible adult.

After treatment complete an accident report form and forward it to the Bursar's office. If a doctor issues a medical certificate return the green part to the Bursar's office and forward the top copy to the States Insurance Office. **You must notify HSE at the Board of Industry of any fatal or major injuries without delay (e.g. by telephone). Within 7 days you must follow this up with a written report to HSE.**

#### Note

**Major injuries are those which result in fractures, loss of consciousness and various illnesses usually resulting in the injured person being admitted immediately into hospital for more than 24 hours.**

### 3.4 ADMINISTRATION OF MEDICINES

1. A responsible person will be nominated for dealing with the administration of medicines in each school and this person will keep records of parental permission, keep medicines secure, keep records of administration, and safely dispose of medicines which are no longer required.
2. A responsible person will also be nominated for the supervision and storage where appropriate of asthma inhalers.
3. See School Policy for further details.

### 3.5 ALCOHOL & DRUGS

1. It is a legal requirement that members of staff take all reasonable care for their own health and safety, those alongside whom they work and to other persons on the premises.
2. If employees are undergoing a course of medical treatment which includes prescribed drugs, the doctor will determine whether or not his patient is fit to return to work and undertake his normal duties. The employee is expected to comply with this medical advice.
3. However, it is policy of Elizabeth College that no employee shall be permitted to compromise his own safety or that of a colleague if he is under the influence of alcohol or drugs whilst in the employment of the college. To this extent, employees are prohibited from working whilst under the influence of alcohol and/or drugs. If a colleague suspects that the work of a member of staff under their control is affected by taking such substances, he will take suitable action, and report the matter to the Head of Department.

### 3.6 ASBESTOS

1. Asbestos refers to a group of inorganic silicates which occur naturally and have a distinct fibrous crystalline structure and this is largely responsible for its unique properties i.e. tensile strength, stiffness, heat resistance and so on.
2. Asbestos containing materials (ACM's) have been widely used throughout the world for a wide variety of applications particularly in building and fireproofing products.
  - There are a number of very harmful (and fatal) asbestos related diseases associated with breathing in airborne asbestos fibres of microscopic size. These fibres become dispersed in the air as a result of any work on ACM's.
  - To combat these risks legislation has been introduced which sets out strict controls for the management of asbestos in buildings and also on work on asbestos products.

### 3.6 ASBESTOS continued

3. It is Elizabeth College policy to locate ACM's within the workplace and to manage the risk they present in accordance with the College Asbestos Management Plan. It is also policy to bring to the attention of all contractors and subcontractors the location of any ACM's within the building. Contractors are expected to meet all health and safety requirements should they work with any ACM's on the premises.
4. Only employees who have received an appropriate level of training would be allowed to manage ACM's on the premises.
5. Even if ACM's have not been identified by a Type 2 survey it is Elizabeth College policy to make sure an appropriate assessment of the asbestos risk is made whenever disturbing the fabric of the premises.
6. On discovering a potential ACM, employees should:
  - Stop work at once.
  - Report the finding to the **Bursar**.
  - A competent person should be called in to help in the identification of the product, who will also advise on what action should be taken.

### 3.7 CONTROLLING CONTRACTORS

1. So far as reasonably practicable, contractors need to be selected with care to ensure they are fulfilling their statutory duties regarding health and safety so that they do not put Elizabeth College employees or visitors at risk. The basic requirement is to use qualified, and where appropriate registered, competent contractors with acceptable documented health and safety standards, and who will use resources appropriate to the task in hand.
2. Elizabeth College has introduced control of contractor requirements by way of a small contractor's health and safety appraisal form which is detailed in Appendix 2. Only authorised contractors will be employed and the Bursar is responsible for giving these authorisations.
3. Health and safety method statements should be obtained from the contractor before any high risk work or major projects are undertaken. If it becomes apparent that these method statements are not being adhered to during the progress of the work, this should be discussed with the contractor, and if appropriate because of risks to health and safety, the work should be stopped.
4. All contractors working in or on the premises, or land which is in the legal ownership, occupation or control of Elizabeth College, shall be responsible of themselves, their employees and any subcontractor employed by them for:-
  - Complying with all statutory and Common Law requirements.
  - Providing evidence of their safety policy and arrangements for managing safety.
  - Complying with Safety Rules for contractors.
  - Complying with Fire and Security instructions and the Safety Policy.
  - Ensuring that all equipment is safe and used only in accordance with legal requirements.
  - Indemnifying Elizabeth College against any loss, damage or claim which may arise directly or indirectly as a result of any act or omission on the part of the contractor, his employees or subcontractors. The contractor will effect insurance covering this liability at a level determined by Elizabeth College from time to time.
  - Reporting any unsafe act or unsafe condition which may affect the liability to meet the contract, to the Official responsible for the contract.
  - Reporting all accidents and dangerous occurrences to the Elizabeth College employee responsible for their being on the premises.
5. Failure to comply with any of the paragraphs above, or carrying out any major unsafe act, will be regarded as a breach of contract and may result in the contract being terminated.

(Contractors are external persons or companies employed by Elizabeth College).

### **3.8 CONTROLLING SUBSTANCES HAZARDOUS TO HEALTH**

1. Elizabeth College are aware of the guidance set out in the Control of Substances Hazardous to Health Regulations (COSHH) in the UK and apply similar principles to work involving substances of this nature.
2. In accordance with Regulations the hierarchy dictates the following sequence of procedures in respect of potentially hazardous substances:-
  - Identify the substance
  - Assess the risk
  - Implement precautions to reduce the risk
  - Use personal protective equipment as appropriate
  - Monitor the ongoing situation
3. Elizabeth College will carry out a suitable and sufficient assessment of the risk (a 'COSHH assessment') and the measures needed to control exposure to the hazard.
4. Accordingly, no substance may be obtained for use unless the responsible person has first been provided with a copy of the relevant material safety data sheet.
5. This will enable the necessary assessment of the risk associated with the proposed use of the substance to be made, so as to ensure that the exposure of employees is either prevented (so far as is reasonably practicable) or is adequately controlled in accordance with COSHH. In addition, it may be necessary to provide information, instruction and training on the use of the substance in accordance with COSHH.
6. Local exhaust ventilation (fume cupboards) will be examined annually by a competent person.

### **3.9 DISPLAY SCREEN EQUIPMENT**

1. Elizabeth College will ensure that a suitable and sufficient analysis of the workstations of users or operators is carried out, to enable the reduction of any risks identified by an assessment so far as reasonably practicable.
2. Suitable arrangements are made by Elizabeth College for relevant staff training and the facilitation of short breaks away from the computer screen during the daily work routine.
3. Information and training will be provided from time to time concerning the use of Visual Display Units (VDUs) such as to enable VDU "Operators" and "Users" to carry out workstation risk assessments. Where any necessary remedial action cannot be carried out by the individual operator or user, this will be carried out by the appropriate personnel at the request of the Health and Safety Co-ordinator.
4. Records of display screen equipment assessments and related training will be maintained.
5. Workstation assessments will be reviewed, if there has been a significant change or if there is reason to suspect that they may no longer be valid.



### **3.10 ELECTRICAL SAFETY**

1. In addition to the general requirements of Guernsey Law to provide safe workplaces and systems, there are more specific requirements imposed by the UK Electricity at Work Regulations 1989. These are aimed at employers of people who work with or near electrical systems and equipment rather than manufacturers or suppliers of electrical equipment. The Regulations cover principles of safe use and practice, rather than looking at specific circumstances and conditions.
2. There are various HSE guidance notes on general electrical safety which should be consulted for further information or guidance. The Health and Safety Co-ordinator may be consulted for further details.
3. Elizabeth College arranges for the inspection and testing of its electrical equipment in accordance with guidance which is published by the Health and Safety Executive.
4. Members of staff should carry out their own simple visual checks of all mains portable electrical equipment for any obvious faults prior to using it. This check should include the mains cabling and plugs for signs of fraying, or loose connections or other damage which might constitute a hazard.
5. No member of staff is to attempt to service or repair any item of electrical equipment unless they are competent to do so.
6. Equipment which is suspected to be faulty or which has become damaged should not be used, and the fault immediately reported to the Health and Safety Co-ordinator only if it is safe to do so; switch off the equipment and remove the plug.
7. Electrical equipment must only be used for the purpose for which it is intended, and in accordance with the manufacturer's recommendations.
8. Members of staff and students are forbidden to bring their own electrical equipment into Elizabeth College premises unless it has been inspected and tested by a person trained in Portable Appliance Testing.
9. Persons must not be allowed to work on or near live equipment unless specifically authorised and competent to do so, suitable special precautions should be identified and complied with.

### **3.11 FIRE AND OTHER EMERGENCIES**

1. Risk assessments of the fire and emergency procedures will be carried out by the College Fire Officer and recorded on a regular basis or following any significant alterations to the workplace.
2. The College Fire Officer will ensure the requirements of Guernsey fire safety laws are observed, for example, by carrying out periodic checks that evacuation routes and emergency exits are marked and kept clear. All call point and final exit areas will have a Fire Action Plan clearly displayed.
3. The Bursar and the College Fire Officer will also ensure that the fire detection and fire warning system, emergency lighting and fire fighting equipment are maintained by competent service engineers and regular internal checks are made for state of repair and operation.
4. Elizabeth College have issued a specific policy with regards to Fire Procedures. These procedures are available for review on the intranet staff zone
5. All employees are expected to make themselves familiar with the Fire Procedures and apply the policy appropriately to their departments.

### **3.12 FIRST AID**

1. Elizabeth College have issued a specific policy in regards to First Aid. This policy is available for review on the intranet staff zone.
2. All employees are expected to make themselves familiar with the First Aid Policy and apply the policy appropriately to their departments.

### **3.13 FOOD SAFETY**

Food and Drugs (Guernsey) Law, 1970 (as amended) and The Food and Drugs (Food Hygiene) (Amendment) Order, 2007 place legal obligations on the College, in order to ensure that food provided by the College is safe to eat.

To protect food from contamination employees employed in food handling duties will be given appropriate training and must co-operate with hygiene rules imposed by the Head Chef.

In particular they must

1. Ensure that protective clothing is clean and not worn outside of work
2. Advise the head chef if they are suffering from sickness and/or have septic cuts or heavy colds, so that they can be excluded from kitchen activities.
3. Wash their hands frequently and after undertaking any dirty task or taking a break.

### **3.14 GOODS LIFTS / DISABLED FIRE ACCESS**

The Bursar has a responsibility to ensure that the Goods / Disabled Fire Access Lift is safe to use and that they are suitably thoroughly examined.

These responsibilities are as follows:

1. Maintaining the lift so that it is safe to use.
2. Ensuring the lift is thoroughly examined every six months according to a scheme drawn up by a competent person (someone who has sufficient technician and practical knowledge of the lift).
3. Keeping the competent person informed of any changes in the lifting operations which may affect the risk assessment.
4. Making relevant documentation available to the competent person and keeping good records (report of the examination should be displayed in the lift car).
5. Acting promptly to remedy any defects (a thorough examination is required following damage or failure of the lift).
6. Employees are expected to report any problems with the lift promptly to their line manager.
7. The entrance to the lift is designated a "Refuge" for persons with mobility impairment and will be maintained clear at all times.

### 3.15 GROUNDS MAINTENANCE (MACHINE & TOOLS)

1. Elizabeth College recognises that machinery can be dangerous if used incorrectly or because it has not been maintained.
2. Maintenance employees will be trained on the safe working practices of using machinery and only competent persons will be allowed to operate dangerous machinery such as woodworking machines and chainsaws.
3. To prevent unauthorised access, all machinery should be securely locked away when not in use and only employees of Elizabeth College should have access to the workshop and garage areas.
4. Machines will be maintained accordingly to the manufacturer's instructions.
5. Guarding on machinery is designed and fitted to prevent the operator and others coming into contact with the dangerous parts of the machinery whilst in use. Guarding must not be removed from machinery until all component come to rest and the machine is isolated. Machines should only be used if all the guards are in place.
6. It is important that garden machinery are regularly cleaned otherwise the accumulation of grass/debris around the engine transmission areas will create a serious fire hazard.
7. Before machinery is used a risk assessment will be conducted on the personal protective equipment requirements that must be met in order to protect the operator.

### 3.16 LIQUIFIED PETROLEUM GAS (LPG) STROAGE

1. Before any quantities of LPG are brought onto the premises, whether they be small quantities, large or bulk supplies, staff must inform the Bursar or College Fire Officer who will take the necessary precautions.
2. Small quantities LPG should be stored in their original containers in a metal fire resisting cabinet. The cabinet should be labelled as containing LPG.
3. Stores containing LPG must be provided with a bund sufficient to contain the maximum contents plus 10% and must be kept free of water and rubbish. The LPG should be protected from direct sunlight.
4. Appropriately worded warnings, such as "**No Smoking**" and "**No Naked Lights**" must be displayed on or near to the entrance to the store.
5. Ideally large quantities of LPG should be located externally at least 10 metres from permanent or temporary buildings.
6. The Bursar and College Fire Officer should ensure appropriate emergency procedures are in place in the event of a release into the atmosphere that involves LPG.
7. Sufficient and suitable fire extinguishers should be located near the storage area entrances.

### 3.17 LEGIONELLA

Please see separate Policy on the Control of Legionella.

### **3.18 LONE WORKERS**

1. In the course of their work it will be necessary for members of staff working on the college to spend time alone.
2. Maintenance staff or staff who undertake high risk activities should observe the following sensible guidelines:
  - Carry a mobile telephone when working alone.
  - Where a lone worker considers a certain activity to be 'high risk' then the lone worker should notify a colleague of the work duration before the job begins.
3. In the interests of their own health and safety, no member of staff should remain alone on the premises unless they have notified a colleague, friend or family member regarding their expected time home.

### **3.19 MANUAL HANDLING OPERATIONS**

1. Where reasonably practicable, Elizabeth College will take steps to avoid any necessity for employees to carry out manual handling tasks where there is a risk of injury. The College has however identified that the nature of work carried out by some staff members may involve a limited amount of manual handling. In addition, maintenance department staff may be required to carry out medium risk manual handling tasks.
2. The College will therefore arrange for job specific manual handling training which will be recorded. In the event of significant changes to working practices or to systems of work, any associated manual handling tasks will be assessed.

### **3.20 OUTDOOR PLAY EQUIPMENT**

1. It is Elizabeth College policy that outdoor play equipment [situated at Acorn House/Beechwood] is safe to use by ensuring that appropriate selection, inspection, maintenance and supervision systems are in place.
2. A responsible person will inspect outdoor play equipment on a weekly basis and this will include a visual check of the safety surfacing.
3. A competent contractor will be employed to conduct a full annual inspection of outdoor play equipment.

### **3.21 PERSONAL PROTECTIVE EQUIPMENT**

1. Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.
2. All employees are responsible for informing their Head of Department as soon as they become aware of a need to repair or replace PPE, which they use.
3. Suitable arrangements will be put in place for the storage, maintenance, inspection and repair of PPE.

### **3.22 PLANT ROOMS**

1. Access to plant rooms within the college premises is limited to authorised competent members of staff and to the Company's specialist maintenance contractor/s. This includes the boiler rooms, plant rooms and any electrical areas which will be kept locked at all times.
2. If a member of staff can see that a plant room has been left unlocked they should report this to the Bursar.

### **3.23 PREMISES USE OF – OUTSIDE HOURS**

1. College premises are not to be used outside normal hours without the express permission of the Bursar.
2. When College premises i.e. gym or swimming pool are sublet to clubs then the appropriate health and safety information will be included in the subletting contract.

### **3.24 RADIOACTIVE SOURCES**

1. The Elizabeth College have adopted the guidance contained in the HSE ACOP 'The Use of Ionising Radiations', 1995.
2. A Radiation Protection Advisor will advise the College on how to comply with the ACOP and other health and safety matters in connection with ionising radiation.

### **3.25 STRESS AT WORK**

1. Stress has been defined as 'the adverse reaction people have to excessive pressure'.
2. The Elizabeth College recognises that stress itself is not a disease but intense stress that goes on for some time can lead to mental and physical ill health in its employees e.g. depression, nervous breakdown, heart disease, etc.
3. The Elizabeth College recognises that it has a duty to take reasonable precautions to prevent members of staff becoming ill through their work. The costs of stress to the College may be shown by high staff turnover, an increase of sickness absence, poor time keeping and an increase of complaints from clients.
4. The Elizabeth College will consider the pressure at work that could cause high and long lasting levels of stress and take reasonable steps to identify who might be harmed and decide whether it is doing enough to prevent the harm occurring.
5. The Elizabeth College will take reasonable steps to deal with pressures at work and will take into account that some employees are more likely to suffer from stress than others.
6. Heads of Department and Colleagues may recognise the outward signs of stress in an individual such as changes in the person's mood or behaviour, irritability, indecisiveness, absenteeism, or reduced performance. Those suffering from stress may also smoke or drink alcohol more and might complain about their health.
7. The Elizabeth College recognises that there is no single, best way of tackling work related stress and the reasonable steps it will take will depend on the current working practises and the cause of the problem.
8. Staff are expected to consult with their Head of Department in order to advise them if they are suffering from work related stress so that the appropriate steps can be taken.

### **3.26 SWIMMING POOL**

1. The Elizabeth College recognises its duty to carry out a suitable and sufficient risk assessment of the operation of the outdoor heated swimming pool. Significant risks that are identified in this risk assessment will be suitably controlled.
2. Pool Safety Operating Procedures and an Emergency Action Plan have been written for the pool and will be subject to regular review and updates.

3. The Directors now agree that in the interests of Health & Safety the Swimming Pool and associated facilities are no longer allowed to be used unsupervised. The following conditions must be adhered to at all times.

### 3.26 SWIMMING POOL continued

- The pool may be used by employees for personal training and health benefits between the hours of 07.30 – 08.00 and 16.15 – 17.00 however this will now be considered as a “programmed swim” and therefore must be supervised by a suitable qualified Pool Supervisor.
  - The Senior leadership team will approve the use or session in every instance.
  - The pool will be unlocked and locked by the Pool Supervisor.
  - No solo swimming is allowed in the Elizabeth College swimming pool
4. Staff children’s swimming parties or barbeques will no longer be permitted in the swimming pool enclosure or associated areas.

### 3.27 TRAINING

The Directors recognise that there are various categories of training requirements in the College.

All new staff will undergo formal induction training which should include:

- an awareness of the College Health and Safety Policy;
- an awareness of Departmental Health and Safety Policies;
- information on the safe use of materials and substances;
- potential safety hazards and safety precautions;
- method of reporting hazards;
- health and hygiene precautions;
- personal dress at work and the use of safety equipment and protective clothing;
- accident reporting and First Aid facilities;
- evacuation procedures;
- fire prevention measures.

#### Specific Training

##### Minibus

All employees who need to drive the College minibuses will firstly be authorised and will be required to pass a local assessment in addition to holding the relevant category licence. Drivers must be over 21 years of age. Periodic Medical examinations are required for those over 45 years old.

##### First Aiders

Employees undertaking the role of First Aiders will be trained by St John’s Ambulance to the required standard. Qualifications will be updated every three years.

##### Science

Employees will be required to be trained in accordance with the findings of COSHH assessments conducted within each Science Department.

##### Design and Technology

Employees who have recourse to use, instruct and operate dangerous machinery will be required to hold AACDT certificates.

##### Sporting and Outdoor Pursuits

Employees with responsibility for sporting and outdoor activities will be required to be trained for the preliminary awards in their specific subject area. Employees will be encouraged to train for higher level awards.

### **3.28 TRIPS, VISITS AND OVERNIGHT STAYS**

1. The Elizabeth College recognise that taking groups of pupils out of school can present different risks to those the Teacher will be familiar with whilst on college premises.
2. An appropriate risk assessment should therefore be made by the Teacher responsible within the Outside Activities Management Process.
3. Please refer to the following information notes for further information
  - 'Guidance in the completion of forms for trip/offsite activities.'
  - Bursar checklist.
  - States of Guernsey Education Council 'Off-site Activities, visits and outdoor education' MARCH/01, H&S 2S.

### **3.29 VEHICLES – USE OF MINIBUS**

1. It is Elizabeth College policy that minibus drivers must be authorised in writing (please refer too the 'College Vehicle Driver Authorisation Form') and hold the relevant category licence and be over 21 years of age. Medical examinations every five years are required for those over 45 years old (further information is detailed in the 'Procedure to Qualify to Drive the College Minibus').
2. In addition to the above, the College require a local assessment of the drivers' skills and ability.
3. Employees must not use hand held mobile phones whilst driving, or in other situations when their attention may be distracted to the detriment of their health and safety. The use of 'hands free' set mobile phones are acceptable.
4. Drivers must immediately report to the Bursar any medically condition that may affect their fitness to drive.
5. For short journeys drivers should conduct a visual inspection of the mini-bus before use. For significant journeys (made off island) the driver is required to complete the pre-drive safety check contained in Appendix One. If faults are found that might affect the vehicle or passengers safety, the vehicle must not be used until the fault is remedied.
6. The Motor Transport coordinator will ensure regular servicing and repairs take place.

### **3.30 VIOLENCE AT WORK**

1. The Health and Safety Executives definition of work related violence is: "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".
2. The Elizabeth College has a vested interest and a legal duty to combat any violence at work because it can lead to poor morale, higher absenteeism and compensation payouts. Physical attacks, although extremely rare, are obviously dangerous, however, the threat of serious and persistent verbal abuse is more likely to occur and this can also damage and employee's health through anxiety and stress.
3. The Elizabeth College will manage violence at work by taking reasonable steps to find out if it has a problem, deciding on what action to take if there is a problem taking action and then checking what it has done has been effective. Heads of Department should advise Elizabeth College on events where members of staff felt threatened.
4. If violence at work is found to be a problem for members of staff then Elizabeth College will decide who might be harmed and evaluate the risk to ensure either existing precautions are adequate or that more should be done. Where action is required Elizabeth College will consider the level of training

and information provided the environment and the design of the job, in order to improve the workplace precautions.

### **3.31 VISITORS**

1. On arrival all visitors should report to the main reception where they will be issued with an identification badge and will sign the visitors' book.
2. Visitors will also be provided with relevant health and safety information such as actions to take in the event of a fire and details of any major contractual work.
3. All visitors will be given a site plan and basic health and safety information if they are not to be accompanied during their stay at the college.

### **3.32 WORKSHOPS (MAINTENANCE)**

1. The Elizabeth College operates woodworking/joinery workshop which are used primarily for the college's own needs. The general workshop environment should be maintained in a condition which is safe and without risks. These conditions can be summarised as follows:
  - Sufficient clear unobstructed space shall be maintained around every machine to allow for uninterrupted working of the machine.
  - The floor surrounding each machine shall be level and of sound construction.
  - Adequate and suitable levels of natural and artificial light shall be provided to enable work to be carried out safely. The workshop must also be adequately heated as required.
  - Woodworking dust and debris shall be cleared away from machinery on a regular basis and should never be allowed to build up to hazardous levels.
  - Woodworking machines which produce dust should have suitable dust extraction fitted to them.
2. Every woodworking machine must be suitably guarded, no matter how old the machine is nor what work is to be undertaken on it. Defects in the machine or safety devices should be immediately reported.
3. No person should misuse a piece of woodworking machinery nor may he interfere with the guarding arrangements. The machine operator must use the machinery guards provided and push sticks, spikes, gigs, holders and backstops as appropriate. This equipment must be provided for the operator. Machinists should wear suitable close fitting clothing and no jewellery around neck. Long hair should be tied back or covered.
4. The woodworking machines will be periodically inspected by a competent person to ensure the guards are properly working and maintained.
5. All machinists will be authorised and these peoples names displayed on a list within each workshop.
6. All machinery and electrical connections should be regularly inspected and tested on a regular basis. Visual checks should also be made by the operative prior to the commencement of works.
7. The machinery operative must be trained, instructed and competent to operate the machinery. Young persons under 18 years old must not use woodworking machinery unless supervised by a competent person. Operatives must follow safe working practices at all times.
8. It is likely that noise levels are above 85dB(A) when machinery is in operation and staff should therefore wear suitable hearing protection.
9. It is sensible to wear suitable safety goggles when operating woodworking equipment where there is a risk of eye injury from materials being ejected.



**PART FOUR**  
**SCHEDULE OF CURRENT INDIVIDUAL DUTY HOLDERS**

#### 4.0 Schedule of current individual duty holders

<b>Name</b>	<b>Position</b>	<b>Health &amp; Safety Role</b>
Board of Directors	Board of Directors	Overall responsibility for Health & Safety.
The Bursar	The Bursar	Responsible for implementing Health & Safety at the Elizabeth College.
Director for Health & Safety	Director for Health & Safety	Responsible for reporting Health & Safety matters to the Board of Directors.
Vice Principal	Vice Principal	Deputises for Bursar in his absence
Health & Safety Co-ordinator	Health & Safety Co-ordinator	Day to Day Management of Health & Safety throughout the college.
College Fire Officer	College Fire Officer	Fire prevention and safety and fire risk assessments.
First Aid Officer	First Aid Officer	First Aid arrangements.
Heads of Department	Heads of Department	Health & Safety within their Departments.
College Staff (academic & support)	College Staff (academic & support)	To work safely and follow Health & Safety Policy.
Teachers and Technicians	Teachers and Technicians	To work safely and follow Health & Safety Policy. Pupil safety.
Radiation Protection Advisors	Radiation Protection Advisors	Advising college in its duties under the 'Ionising Radiation' ACOP.
Acorn House & Refectory Catering Manager	Acorn House & Refectory Catering Manager	Follow Health & Safety Policy and Food Hygiene requirements.

**PART FIVE  
HEALTH AND SAFETY POLICY UPDATES**



**PART SIX  
HEALTH, SAFETY AND WELFARE POLICY  
ACKNOWLEDGEMENT OF RECEIPT**

**6.0 The Elizabeth College  
Health, Safety and Welfare Policy Acknowledgement Receipt**

Please complete and return this acknowledgement form to the Bursar as soon as possible, when you have read and understood the health and safety statement and policy.

Name:.....(please print)

- 1. I have received my personal copy of the Elizabeth College Health, Safety and Welfare Policy, Issue No 10 and understand that I should keep it for future reference.
- 2. I have read and understood the duties I have as an employee and any other duties allocated to me which are described in the Policy.
- 3. I will observe such rules for health, safety and welfare as the College may reasonably apply from time to time, and will endeavour to support the College in achieving its health, safety and welfare objectives for promoting a healthy and safe place of work.

Signed: .....

Date: .....

## **APPENDICES**

**APPENDIX ONE  
PRE-DRIVE SAFETY CHECK**



**Appendix One**

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. He or she should walk around the vehicle, including the trailer if applicable, to check for visible defects, and check the items listed below.

**Exterior Check**

	OK	Not OK
Oil level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen washer fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Brake fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen and windows are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Wiper blades are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Lights, including brake lights and indicators, are clean and working	<input type="checkbox"/>	<input type="checkbox"/>
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Tyre tread, including the spare and Inner tyres and tyres on the trailer, If applicable. At least 2.0mm across Centre ¾ is recommended	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Any cuts and bulges?	<input type="checkbox"/>	<input type="checkbox"/>
Doors open and close properly	<input type="checkbox"/>	<input type="checkbox"/>
Trailer brake lights and Indicators work, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Lift (if fitted) works safely	<input type="checkbox"/>	<input type="checkbox"/>
Ramp (if fitted) fits and works safely	<input type="checkbox"/>	<input type="checkbox"/>
Roof rack or trailer is properly fitted, and all luggage is securely held	<input type="checkbox"/>	<input type="checkbox"/>
Damage or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>

**Interior Check**

	OK	Not OK
Mirrors are correctly adjusted, clean and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Position and function/purpose or all the dashboard controls	<input type="checkbox"/>	<input type="checkbox"/>
Position of driving seat so that all controls can be operated comfortably	<input type="checkbox"/>	<input type="checkbox"/>
Check for pressure on brake pedal	<input type="checkbox"/>	<input type="checkbox"/>
Wipers and washers are working Properly. Refill waste reservoir.	<input type="checkbox"/>	<input type="checkbox"/>
Fuel level (and type of fuel: diesel or petrol). Refill after use.	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts, where fitted, are undamaged and working properly	<input type="checkbox"/>	<input type="checkbox"/>
Location of wheel brace and jack	<input type="checkbox"/>	<input type="checkbox"/>
Location and contents of first aid kit And fire extinguisher(s)	<input type="checkbox"/>	<input type="checkbox"/>
Location of relevant paperwork (permit disc, insurance, road tax disc, emergency numbers and driving licence)	<input type="checkbox"/>	<input type="checkbox"/>
Change for parking or the telephone (or mobile phone or phone card)	<input type="checkbox"/>	<input type="checkbox"/>
Luggage is securely stowed and aisles and exits are clear	<input type="checkbox"/>	<input type="checkbox"/>
Damage or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>

**APPENDIX TWO  
SMALL CONTRACTOR CHECKLIST**

## ELIZABETH COLLEGE

## SMALL CONTRACTORS - HEALTH AND SAFETY APPRAISAL FORM

<b>Name of Small Contractor:</b> (please note this forms relate to contractors employing less than 5 employees)	
<b>Date of appraisal:</b>	
<b>Appraisal completed by:</b>	

Assessment item		YES	NO	Comment
<b>1</b>	<b>Health and Safety Policy</b>			
1.1	Does the Contractor have a written Health & Safety Policy?			
1.2	If not written, does the Contractor have an unwritten Policy?			Legal Requirement - mandatory
1.3	Is it regularly reviewed (i.e. in last 12 months)?			Legal Requirement - mandatory
1.4	Are safety responsibilities clearly defined at each level within the Company?			Legal Requirement - mandatory
1.5	What general arrangements are there for; - Accident reporting/ investigation -First aid -Welfare facilities -Fire/emergency procedures			Legal Requirement - mandatory
1.6	Arrangements for bringing the Policy to the notice of employees and checking that they understand their duties?			Legal Requirement - mandatory
<b>2</b>	<b>Health and Safety Monitoring</b>			
2.1	Do you check site safety at periodic intervals?			Legal Requirement - mandatory
2.2	Do you conduct a risk assessment before starting a high risk job?			Legal Requirement - mandatory
2.3	Are you able to provide an example of a recorded risk assessment?			
2.4	Membership of a Body providing health and safety information or advice?			

Assessment item		YES	NO	Comment
<b>3</b>	<b>Health and Safety Performance</b>			
3.1	What accidents/incidents have you had in the last two years?			
3.2	What action did you take following these accidents/incidents?			
3.3	Any prosecutions, prohibition or improvement notices in the last 5 years?			
3.4	If yes, how have you demonstrated that deficiencies have been rectified.			
<b>4</b>	<b>Health and Safety Training</b>			
4.1	What Health & Safety training have employees received?			Legal Requirement - mandatory
4.2	What training do you give new employees and young workers?			
4.3	What jobs do you conduct that require specific safety training?			
4.4	Do you give refresher training?			
<b>5</b>	<b>Sub Contractors</b>			
5.1	How do you check that sub-contractor's health and safety policy, training and management on site is adequate?			Legal Requirement - mandatory
5.2	Do you monitor the safety performance of your sub-contractors?			
<b>6</b>	<b>Consultation</b>			
6.1	Do arrangements exist for employees to report hazards to you?			
<b>7</b>	<b>Safe Systems of Work</b>			
7.1	Please explain how you would undertake a defined work activity safely?			Legal Requirement - mandatory
<b>8</b>	<b>Insurance</b>			
8.1	Do you have adequate public liability insurance?			Legal Requirement - mandatory

<b>Can the contractor be added to the approved contractor list?</b>	<b>Yes / No (please circle)</b>
<b>Is the Contractor Competent to work at EC?</b>	<b>Yes / No (please circle)</b>
<b>Bursar Signature:</b>	<b>Contractor Signature:</b>
<b>Date:</b>	<b>Date:</b>