

DE LA SALLE



HEALTH & SAFETY POLICY

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CONTENTS

Contents		Page
1	INTRODUCTION	4
2	STATEMENT OF INTENT	5
3	ORGANISATIONAL ROLES AND RESPONSIBILITIES	6
3.1	Board of Governors	6
3.2	Headmaster	8
3.3	Assistant Headmaster	10
3.3	H&S Co-ordinators / Heads of Department	13
3.4	Maintenance Manager	15
3.5	Health and Safety Committee	17
3.6	Teachers	18
3.7	Employees	19
3.8	Contractors	20
3.9	Visitors	21
3.10	Health and Safety Advisors	21
4	MANAGING HEALTH AND SAFETY IN CONSTRUCTION	22
4.1	Commercial Client's Duties	23
4.2	Designer's Duties	24
4.3	Principal Contractor's Duties	25
4.4	Contractor's Duties	26
4.5	Health and Safety Project Coordinator's Duties	27
4.6	Notification	28



5	HEALTH & SAFETY STANDARDS	29
5.1	Abrasive Wheels	30
5.2	Accidents	31
5.3	Alcohol & Drugs	33
5.4	Asbestos	34
5.5	Capabilities and Training	35
5.6	Classroom Safety	36
5.7	Contractors	37
5.8	Design and Technology	38
5.9	Display Screen Equipment	40
5.10	Electrical Equipment and Services Safety	41
5.11	Fire Safety Management	42
5.12	First Aid	43
5.13	Gas Safety	45
5.14	Grass Cutting	47
5.15	Gym Equipment	48
5.16	Hazardous Substances	49
5.17	Herbicides & Pesticides	50
5.18	Highly Flammable Liquids & Gases	51
5.19	Ladders	53
5.20	Legionella Management	55
5.21	Lone Working	56
5.22	Manual Handling	57
5.23	Minibus Safety	58
5.24	Mobile Scaffolds	59
5.25	Protecting Members and Visitors	60
5.26	Risk Assessments	61
5.27	School Trips and Outdoor Learning	62
5.28	Sharps / Needle Stick Incidents	63
5.29	Slips, Trips and Falls	65
5.30	Stress and Wellbeing	66
5.31	Vehicles and Traffic Management on Site	67
5.32	Working at Height	68



1. PART ONE - INTRODUCTION

De La Salle College recognises that the prevention of accidents and ill-health is one of the most important duties it has towards its employees and non employees who are affected by its activities.

De La Salle:

- Does not want any employee, pupil or other persons to suffer harm or injury as a result of its activities.
- Intends to comply with all health and safety legislation enforced by the Health & Safety Inspectorate in Jersey.
- Recognises that accidents, unsafe and unhealthy working conditions can be a considerable drain on its financial resources and also demonstrates a lack of efficient management.

To achieve the aims and objectives set out in the Statement of Intent in part two, the conduct of work and all activities associated with De La Salle operations will be controlled in accordance with the policies and standards set out in this Policy.

Health and safety is a dynamic entity and there is the need for continuous review and assessment and this policy is intended to be a 'living' document which is revised on a periodic basis and brought into line with the latest techniques of risk control. To ensure this happens the Headmaster will carry out annual reviews of the Health and Safety Policy.



2. PART TWO - STATEMENT OF INTENT

De La Salle, as an employer will provide a safe working environment as far as is reasonably practicable for all its employees and take all reasonable steps within its powers to ensure the safety, health and welfare of all persons, including pupils, visitors and members of the public, affected by any act undertaken by De La Salle.

De La Salle will ensure as far as is reasonably practicable that all premises under its control, access to and egress from such and any plant or equipment in the premises provided for use therein are safe and without risk to health.

This policy document has therefore been prepared to define the way that De La Salle intends to manage health and safety and comply with the requirements of the Health and Safety at Work (Jersey) Law 1989, it is De La Salle's intention too;

- Institute general risk assessment procedures in order to identify all relevant hazards and prioritise them for remedial action.
- Ensure that sufficient information, instruction, training and supervision are given to employees to enable them to avoid hazards and to contribute positively to their own health and safety at work.
- Actively support joint consultation between School management and employees on matters concerning health and safety at work.
- Encourage consultation and co-operation between De La Salle and its contractors.

The success of this policy will depend on the co-operation of all employees on site. Although the primary responsibility for providing a safe working environment rests with the employer, employees are reminded of their duty, under the Health and Safety at Work (Jersey) Law 1989 to take reasonable care for the health, safety and welfare of themselves and other persons including the public who may be affected by their acts or omissions whilst at work.

Whilst De La Salle will actively pursue its duties and responsibilities under health and safety legislation and best practice it expects all contractors, their employees and members of the public to observe De La Salle's Health and Safety Policy, safety procedures, rules and instructions which aim to promote a positive health and safety culture.

The Board of Governors and the Headmaster have overall responsibility for ensuring not only statutory compliance but also taking all reasonably practicable measures to secure the health and safety of De La Salle's staff members, contractors, visitors and pupils.

The application of the policy along with responsibilities and arrangements for the implementation of this policy are set out in this document.

Nigel Sweeney
Health & Safety Governor
/ /2017

(The Statements of General Policy on health, safety and welfare at work and of the Organisation and arrangements for carrying out these aspects of Policy, is made under Article 3 of the Health and Safety at Work (Jersey) Law 1989, and is to be brought to the notice of all employees of De La Salle College by being issued to each employee and the document being displayed on the employee notice board.



3. PART THREE - ORGANISATIONAL ROLES AND RESPONSIBILITIES

3.1 Board of Governors

General Responsibilities

The Chief Officers have overall responsibility for health and safety at De La Salle College. They will ensure that there are adequate employees, finances and materials available to meet the Health and Safety requirements to reduce the risk of harm to as far as is reasonably practicable. They will continually review the effectiveness of De La Salle's health & safety policy and of the personnel under their control to whom the responsibilities for the various aspects of health and safety have been assigned.

Health and Safety Accountability

The Board of Governors are the most senior executives accountable for the health and safety of operations and activities carried out at De La Salle College.

Health and Safety Responsibilities

- Sign the Health and Safety Policy and thus accept their civil and statutory duty of care towards all De La Salle employees, and those who visit the premises.
- Recognise that the health and safety policy is a 'living' document and that it should be reviewed at least annually.
- Taking the key leadership role in De La Salle's health and safety programme and ensuring that health and safety never becomes subordinate to financial or operational matters.
- Ensure that health and safety appears regularly on the agenda for board meetings.
- Be prepared to reprimand any employee who fails to discharge their responsibility.
- Set a high personal example in relation to all health and safety matters.
- Ensuring that health and safety objectives set following any periodic safety performance reviews are sufficiently resourced to achieve compliance with De La Salle's Health and Safety Policy.
- Appoint a Board Member to act as a health and safety scrutiniser.
- Ensuring that full consideration is given to health and safety integrity of changes to De La Salle's Organisational structure and business processes.
- Ensuring employees that have functional responsibilities for health and safety consult with the appropriate responsible persons.
- Tour De La Salle periodically to ensure that good health and safety standards are being achieved at all levels of the business.



3.1 Board of Governors (continued)

- Encourage active employee participation in health and safety matters and maintain a high standard of awareness.
- Provide a mechanism to audit and monitor the application of this policy and health and safety standards and procedures.
- Strive to continuously improve health and safety performance.
- Instruct the Headmaster that health and safety considerations are to take precedence over all other considerations and where there is a conflict between safety, and other constraints, a decision to err on the side of health and safety will be fully supported.



3.2 Headmaster

General Responsibilities

The Headmaster is responsible to the Board of Governors for ensuring that De La Salle works in an efficient, safe and healthy manner.

In conjunction with the Board of Governors they will continually review the effectiveness of Durrell's health & safety policy and of the personnel under their control to whom the responsibilities for the various aspects of health and safety have been assigned.

Health and Safety Accountability

The Headmaster has a pivotal role in ensuring high standards of health and safety are being maintained by all employees and is responsible for the implementation and monitoring of Health and Safety Policy.

Health and Safety Responsibilities

- Sign the Health and Safety Policy and thus accept their civil and statutory duty of care towards all De La Salle employees, and those who visit the premises.
- Taking the key leadership role in De La Salle's health and safety programme and ensuring that health and safety never becomes subordinate to financial or operational matters.
- Ensuring that De La Salle's Health and Safety Policy and management systems are produced, kept up to date; meet the required standards and procedures and that they contribute to the success of the School.
- Ensure that an overall programme of Risk Assessment (under the control of the H&S Co-ordinators) to identify and prioritise significant risks which exist or are likely to arise at De La Salle is implemented and ensure their review as required.
- Ensure suitable and sufficient risk assessments of the facilities, equipment and activities are undertaken and suitable risk control actions and safe systems of work are installed to remove the hazard or reduce the risk to an acceptable level.
- Ensuring compliance with all health and safety related legislation applicable to the management of De La Salle's premises.
- Set a high personal example in relation to all health and safety matters.
- Ensuring that health and safety objectives set following any periodic safety performance reviews are sufficiently resourced to achieve compliance with De La Salle's Health and Safety Policy.
- Ensuring employees that have functional responsibilities for health and safety consult with the appropriate responsible persons.
- Tour De La Salle periodically to ensure that good health and safety standards are being achieved at all levels of the organisation.



3.2 Headmaster (continued)

- Ensuring in conjunction with the Assistant Headmaster and H&S Co-ordinators that regular fire drills take place within all school premises. These drills will be appropriately logged and recorded in the fire log book.
- Monitoring and appraising De La Salle's training needs and the maintenance of the safety training program in conjunction with H&S Co-ordinators.
- Encourage active employee participation in health and safety matters and maintain a high standard of awareness.
- Be responsible for ensuring first aid provision is adequate for the premises.
- Ensuring all accidents, near misses and other such incidents are reported and investigated and that suitable risk control actions are undertaken to prevent or minimise the likelihood of a recurrence and the data collated into reports for the Board of Governors.
- Taking managerial responsibility for the management of Asbestos Containing Materials on De La Salle premises.
- Taking managerial responsibility for the implementation of the Legionella risk assessment and control plan.
- Instruct the Assistant Headmaster and the H&S Coordinators that health and safety considerations are to take precedence over all other considerations and where there is a conflict between safety, and other constraints, a decision to err on the side of health and safety will be fully supported.



3.2 Assistant Headmaster

General Responsibilities

Act as De La Salle's health and safety 'champion'. The Assistant Headmaster is responsible for advising the Headmaster and H&S Coordinators on how De La Salle can manage health and safety effectively.

The Assistant Headmaster has a pivotal role in ensuring high standards of health and safety are being maintained by all employees and volunteers and is responsible for the implementation and monitoring of Health and Safety Policy.

Health and Safety Accountability

The Assistant Headmaster is responsible for monitoring health and safety and to ensure standards are being maintained by all employees.

The Assistant Headmaster must monitor the premises to ensure that safe conditions are maintained. Where risks are identified they must ensure these are rectified, so far as is reasonably practicable with the support of the Headmaster, H&S Coordinators and Heads of Department.

The Assistant Headmaster should demonstrate high standards of health and safety to all employees and volunteers helping to develop, implement and monitor departmental safety procedures.

Health and Safety Responsibilities

- Taking a key leadership role in De La Salle's health and safety programme and ensuring that health and safety never becomes subordinate to financial or operational matters.
- Ensuring in conjunction with the Headmaster that De La Salle's Health and Safety Policy and management systems are produced, kept up to date; meet the required standards and procedures and that they contribute to the success of the School.
- Implement an overall programme of Risk Assessment under the control of the H&S Coordinators to identify and prioritise significant risks which exist or are likely to arise at De La Salle and ensure their review as required.
- In conjunction with the Headmaster ensure suitable and sufficient risk assessments of the facilities, equipment and activities are undertaken and suitable risk control actions and safe systems of work are installed to remove the hazard or reduce the risk to an acceptable level.
- In conjunction with the Headmaster ensure compliance with all health and safety related legislation applicable to the management of De La Salle's premises.
- In conjunction with the Headmaster ensure employees that have functional responsibilities for health and safety consult with the appropriate responsible persons.
- In conjunction with the Headmaster ensure that regular health and safety inspections of the workplace, facilities and equipment are undertaken to identify potential hazards and take appropriate action to resolve the above. The findings and corrective actions are to be recorded and regularly reviewed.



3.2 Assistant Headmaster (continued)

- Ensuring in conjunction with the Headmaster and H&S Co-ordinators that regular fire drills take place within all school premises. These drills will be appropriately logged and recorded in the fire log book.
- In conjunction with the Headmaster, monitoring and appraising De La Salle's training needs and the maintenance of the safety training program in conjunction with H&S Co-ordinators.
- Ensure in conjunction with the Headmaster and H&S Co-ordinators all personnel are adequately trained to the appropriate levels of competency.
- Ensure all personnel on site receive an adequate Health and Safety induction in conjunction with the H&S Co-ordinators. Inductions should be recorded and records maintained in the employees personnel file.
- Encourage active employee participation in health and safety matters and maintain a high standard of awareness.
- In conjunction with the Headmaster be responsible for ensuring first aid provision is adequate for the premises.
- In conjunction with the Headmaster ensure all accidents, near misses and other such incidents are reported and investigated and that suitable risk control actions are undertaken to prevent or minimise the likelihood of a recurrence and the data collated into reports for the Board of Governors.
- Ensure all substances being used by employees are used in accordance with the manufacturer's recommendations and are adequately assessed and compliant with the UK's Control of Substances Hazardous to Health Regulations (COSHH).
- Ensuring that all equipment is in safe working order and presents no unacceptable risk to users or other persons.
- Ensure in conjunction with the Maintenance Manager and H&S Co-ordinators that all machinery is properly and adequately guarded and any unsafe equipment is adequately immobilised and signed.
- Be responsible in conjunction with the Maintenance Manager for restricting access to areas of danger such as switch rooms for non-skilled personnel.
- Ensure that the appropriate personal protective equipment is issued where necessary, and ensure that the clothing and equipment is worn by staff and pupils.
- Ensure in conjunction with the Maintenance Manager that plant and equipment on the premises have the necessary certificates of test, inspection and examination and is safe to use.
- Chair De La Salle's Health & Safety Committee and produce and circulate minutes of these meetings.



3.2 Assistant Headmaster (continued)

- Compile and maintain the authorised contractors list including control and monitoring of all contractors commencing work at De la Salle in conjunction with the Maintenance Manager.
- Review contractors' safe systems of work and ensure when potentially hazardous work is undertaken that the contractor submits the appropriate risk assessment/method statements. Along with ensuring that Management in Construction (Jersey) Regulations 2016 requirements are met when managing contractors conducting construction / refurbishment works on the site.
- In conjunction with the Headmaster taking managerial responsibility for the management of Asbestos Containing Materials on De La Salle premises.
- In conjunction with the Headmaster taking managerial responsibility for the implementation of the Legionella risk assessment and control plan.



3.3 H&S Co-ordinators / Heads of Department

General Responsibilities

H&S Co-ordinators / Heads of Department are responsible to the Headmaster for ensuring that their department is maintained in an efficient, safe and healthy manner.

The role of H&S Co-ordinator is often fulfilled by a Head of Department, where this is not the case the Head of Department is responsible for Health & Safety as detailed and should in turn report any issues raised to their relevant H&S Co-ordinator.

Health and Safety Accountability

H&S Co-ordinators / Heads of Department should demonstrate high standards of health and safety to all employees and pupils helping to develop, implement and monitor departmental safety procedures.

Health and Safety Responsibilities

- In conjunction with the Headmaster conducting suitable and sufficient risk assessments of their departmental facilities, equipment and activities that are undertaken and that suitable risk control actions and safe systems of work are implemented to remove the hazard or reduce the risk to an acceptable level.
- Ensuring in conjunction with the Headmaster compliance with all health and safety related legislation applicable to the management of De La Salle's premises.
- The collation of any H&S issues raised through Heads of Department to report back to the Headmaster. Each H&S Co-ordinator will be allocated a designated group of Heads of Department.
- Undertake daily visual health and safety inspections of their departments to identify potential hazards and take appropriate action to resolve the above. The findings and corrective actions are to be recorded and regularly reviewed.
- Ensuring in conjunction with the Headmaster that regular fire drills take place within all school premises. These drills will be appropriately logged and recorded in the fire log book.
- Ensuring in conjunction with the Maintenance Manager that the requirements of local Fire Laws are observed, for example by carrying out periodic checks that evacuation routes and emergency exits are marked and kept clear.
- Monitoring and appraising De La Salle's training needs and the maintenance of the safety training program in conjunction with the Headmaster.
- Ensure in conjunction with the Headmaster all personnel are adequately trained to the appropriate levels of competency.



3.3 H&S Co-ordinators (Continued)

- In conjunction with the Headmaster ensure all departmental personnel receive an adequate Health and Safety induction. Inductions should be recorded and records maintained in the employees personnel file.
- In conjunction with the Headmaster ensuring first aid provision is adequate for their department.
- Ensuring in conjunction with the Headmaster all accidents, near misses and other such incidents are reported and investigated and that suitable risk control actions are undertaken to prevent or minimise the likelihood of a recurrence.
- Compilation of accident/incident data into reports for the Headmaster.
- Ensure in conjunction with the Headmaster all substances being used by employees are used in accordance with the manufacturer's recommendations and are adequately assessed and compliant with the UK's Control of Substances Hazardous to Health Regulations (COSHH).
- Ensuring in conjunction with the Headmaster that equipment used in their department is in safe working order and presents no unacceptable risk to users.
- Ensure in conjunction with the Headmaster and Maintenance Manager that all machinery is properly and adequately guarded and any unsafe machine is adequately immobilised and taken out of use.
- Ensure in conjunction with the Headmaster and Maintenance Manager that access to areas of danger such as switch rooms is restricted for non-skilled personnel.
- Ensure in conjunction with the Headmaster that the appropriate personal protective equipment is issued where necessary, and ensure that the clothing and equipment is worn by employees.
- Ensure in conjunction with the Headmaster and Maintenance Manager that plant and equipment on the premises have the necessary certificates of test, inspection and examination and is safe to use.
- Attend health and safety committee meetings and actively participate.



3.4 Maintenance Manager

General Responsibilities

The Maintenance Manager is responsible to the Headmaster for ensuring that De La Salle premises are maintained in an efficient, safe and healthy manner.

Health and Safety Accountability

The Maintenance Manager must monitor the premises to ensure that safe conditions are maintained. Where risks are identified the Maintenance Manager must ensure these are rectified, so far as is reasonably practicable with the support of the Headmaster.

The Maintenance Manager should demonstrate high standards of health and safety to all employees and pupils helping to develop, implement and monitor departmental safety procedures.

Health and Safety Responsibilities

- Ensure in conjunction with the Headmaster and H&S Co-ordinators that suitable and sufficient risk assessments of the premises are undertaken and suitable risk control actions and safe systems of work are installed to remove the hazard or reduce the risk to an acceptable level.
- Ensuring in conjunction with the Headmaster and H&S Co-ordinators compliance with all health and safety related legislation applicable to the management of De La Salle's premises. Including that ACoP 11 requirements are met when managing contractors conducting construction / refurbishment works on the premises.
- Undertake in conjunction with the Headmaster and H&S Co-ordinators, regular health and safety inspections of the workplace, facilities and equipment to identify potential hazards and take appropriate action to resolve the above. The findings and corrective actions are to be recorded and regularly reviewed.
- Undertaking regular inspections of equipment provided for fire safety to identify potential issues and take appropriate action to resolve the above.
- Ensuring that periodic tests of the automatic fire warning system take place, including the testing of break glass points and detectors. These tests will be logged in the Fire Safety Log Book.
- Ensuring in conjunction with the H&S Co-ordinators that the requirements of local Fire Laws are observed, for example by carrying out periodic checks that evacuation routes and emergency exits are marked and kept clear.
- Ensure in conjunction with the Headmaster all personnel within the Maintenance Department are adequately trained to the appropriate levels of competency.
- In conjunction with the Headmaster ensure all departmental personnel receive an adequate Health and Safety induction. Inductions should be recorded and records maintained in the employees personnel file.



3.4 Maintenance Manager (continued)

- In conjunction with the Headmaster and H&S Co-ordinators, ensuring first aid provision is adequate for their department.
- Ensuring all accidents, near misses and other such incidents are reported and investigated and that suitable risk control actions are undertaken to prevent or minimise the likelihood of a recurrence.
- Ensure in conjunction with the Headmaster and H&S Co-ordinators, all substances being used by employees are used in accordance with the manufacturers recommendations and are adequately assessed and compliant with the UK's Control of Substances Hazardous to Health Regulations (COSHH).
- Ensuring in conjunction with the Headmaster and H&S Co-ordinators that all equipment is in safe working order and presents no unacceptable risk to users or other persons.
- Ensure in conjunction with the Headmaster and H&S Co-ordinators that all machinery is properly and adequately guarded and any unsafe equipment is adequately immobilised and signed.
- In conjunction with the Headmaster and H&S Co-ordinators, be responsible for restricting access to areas of danger such as switch rooms for non-skilled personnel.
- Ensure that the appropriate personal protective equipment is issued where necessary, and ensure that the clothing and equipment is worn by employees.
- Ensure in conjunction with the Headmaster that plant and equipment on the premises have the necessary certificates of test, inspection and examination and is safe to use.
- Attend health and safety committee meetings and actively participate.
- Assisting the Headmaster with the compilation and maintenance of the authorised contractors list, including control and monitoring of all contractors commencing work at De la Salle.
- Assisting the Headmaster with the reviewing of contractors safe systems of work and ensure when potentially hazardous work is undertaken that the contractor submits the appropriate risk assessment/method statements
- In conjunction with the Headmaster, management of Asbestos Containing Materials on De la Salle premises.
- In conjunction with the Headmaster, being responsible for the implementation of the Legionella risk assessment and control plan.
- Maintain a ladder register and log for the premises.



3.5 Health & Safety Committee

General Responsibilities

The Health and Safety Committee is responsible to the Headmaster for ensuring that De La Salle functions in an efficient, safe and healthy manner.

Health and Safety Accountability

The members of the Health & Safety Committee should demonstrate high standards of health and safety to all employees and pupils helping to develop, implement and monitor departmental safety procedures.

Health and Safety Responsibilities

- Attend health and safety committee meetings and actively participate.
- Assisting the Headmaster to ensure that De La Salle's Health and Safety Policy and management systems are reviewed; meet the required standards and procedures and that they contribute to the success of the School.
- Ensure in conjunction with the Headmaster that an overall programme of Risk Assessment (under the control of the H&S Co-ordinators) to identify and prioritise significant risks which exist or are likely to arise at De La Salle and ensure their review as required is implemented.
- Ensure in conjunction with the Headmaster and H&S Co-ordinators that suitable and sufficient risk assessments of the facilities, equipment and activities are undertaken and suitable risk control actions and safe systems of work are installed to remove the hazard or reduce the risk to an acceptable level.
- Ensuring in conjunction with the Headmaster, all accidents, near misses and other such incidents are reported and investigated and that suitable risk control actions are undertaken to prevent or minimise the likelihood of a recurrence and the data collated into reports for the Board of Governors.
- Undertake in conjunction with the Headmaster, regular health and safety inspections of the workplace, facilities and equipment to identify potential hazards and take appropriate action to resolve the above. The findings and corrective actions are to be recorded and regularly reviewed.
- Encourage active employee participation in health and safety matters and maintain a high standard of awareness.



3.6 Teachers

General Responsibilities

Teachers are responsible to the H&S Co-ordinators for ensuring that their department is maintained in an efficient, safe and healthy manner. Heads of Department will relate all items raised to the H&S Co-ordinators.

Health and Safety Accountability

Teachers should demonstrate high standards of health and safety to all employees and pupils helping to develop, implement and monitor departmental safety procedures.

Health and Safety Responsibilities

- Make themselves familiar with and comply with De La Salle's Health and Safety Policy at all times.
- Comply with all health and safety instructions given by De La Salle.
- In conjunction with H&S Co-ordinators, conducting suitable and sufficient risk assessments of their classroom facilities, equipment and activities that are undertaken and that suitable risk control actions and safe systems of work are implemented to remove the hazard or reduce the risk to an acceptable level.
- Ensuring all accidents, near misses and other such incidents are reported and investigated and that suitable risk control actions are undertaken to prevent or minimise the likelihood of a recurrence.
- Ensuring in conjunction with H&S Co-ordinators, that equipment used in their classroom is in safe working order and presents no unacceptable risk to users.
- In conjunction with H&S Co-ordinators, undertake daily visual health and safety inspections of their classroom to identify potential hazards and take appropriate action to resolve the above. The findings and corrective actions are to be recorded and regularly reviewed.
- Wear the appropriate personal protective equipment when instructed to do so.
- In conjunction with H&S Co-ordinators, ensure that plant and equipment that is used in their classroom has the necessary certificates of test, inspection and examination and is safe to use.
- Report any health and safety concerns to their Department H&S Co-ordinators.
- Attend health and safety committee meetings and actively participate.



3.7 Employees

Health and Safety Accountability

De La Salle employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their act or omissions at work; and as regard any duty to or requirement imposed on their employer or any other person by or under any of the relevant statutory acts, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Health and Safety Responsibilities

- Make themselves familiar with and conform to De La Salle's Health & Safety Policy and current Health and Safety Standards and Procedures in force, at all times.
- Wear the appropriate safety clothing/equipment and use the appropriate safety device at all times. Failure to do so may lead to disciplinary action being taken.
- Conform to all instructions given by the Headmaster and others with a responsibility for health and safety, in addition to any written instructions, rules and procedures.
- Report all accidents, near misses and damage to De La Salle property to their line manager, whether persons are injured or not.
- No employee should wilfully damage any property or device provided for health and safety of employees, contractors, visitors or members.
- Employees should not engage in any horseplay, nor carry out any act which is likely to be injurious to themselves or any other person on the premises.
- Employees are encouraged to make suggestions on ways of improving health and safety matters through an informal manner with their line manager.



3.8 Contractors

Health and Safety Accountability

Contractors working on De La Salle Premises have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their act or omissions at work; and as regard any duty to or requirement imposed on their employer or any other person by or under any of the relevant statutory acts, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Health and Safety Responsibilities

All contractors working at De La Salle shall be responsible for themselves, their employees and any sub-contractor employed by them for:

- Complying with all statute and Common Law requirements.
- Complying with De La Salle's health and safety policy, safe working guidance and contractor policy.
- Providing De La Salle with a copy of their company health and safety documentation including health and safety policy, risk assessments, method statements and training certification.
- Ensure that all equipment is safe and used only in accordance with legal requirements.
- Indemnifying De La Salle 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 sub-contractors. The contractor will affect adequate insurance covering this liability.
- Reporting to the Headmaster, or Deputy in his absence any unsafe act or unsafe condition which may affect the liability to meet the contract.
- Reporting all accidents and dangerous occurrences required by statute to the Headmaster in the first instance.
- Failure to comply with any of the Clauses above, or carrying out any major unsafe act, will be regarded as a breach of contract and may result in the contract being terminated.



3.9 Visitors

Health and Safety Accountability

- Every employee, throughout De La Salle are responsible for the general health and safety of visitors and public within their area of control.
- The visitor shall be advised of all hazards likely to be encountered and protective clothing / equipment issued as necessary. If visitors refuse to comply with the necessary health and safety arrangements, the visit should be cancelled.

3.10 Health & Safety Advisors

Health and Safety Accountability

Coppolo & Coyde (Jersey) Limited have been retained by De La Salle to provide professional safety support to their operations.

Health and Safety Responsibilities

- Coppolo & Coyde (Jersey) Limited will:
- Assist with the implementation, monitoring and review of the Health and Safety Policy.
- Attend periodic liaison meetings with the Headmaster to determine and steer School policy and activities.
- Conduct annual health and safety site inspections of the premises.
- Act as an information point for health and safety matters.
- On request they will investigate accidents and dangerous occurrences and suggest recommendations to prevent a recurrence.



4. PART FOUR – MANAGING HEALTH AND SAFETY IN CONSTRUCTION

In addition to the Health and Safety at Work (Jersey) Law 1989 the Health and Safety (Management in Construction) (Jersey) Regulations 2016 place specific duties on key parties engaged in construction projects. De La Salle will fully comply with these regulations and duties when fulfilling one or more of the headings below.

Definitions:

A **major construction project** means a construction project where the work is scheduled to last longer than 30 working days or the number of days to complete the project if the work were to be undertaken by one individual would exceed 500.

A **minor construction project** means a construction project in which more than one contractor is engaged.

A **Client** is somebody for whom a construction project is carried out. The definition covers both non-domestic clients, i.e. '**commercial clients**' and '**domestic clients**', however, there is an important distinction between how the duties imposed by the Regulations are discharged between the two types of client. The Regulations apply in full to commercial clients, but for domestic clients Regulation 7 passes the client's duties onto the designer. Where there is no designer, the duties pass to the contractor in control of the project.

Commercial clients are organisations or individuals who commission design work for a construction project, or for whom a construction project is carried out, in connection with a business, whether the business operates for profit or not.

Domestic clients are individuals who have construction work carried out on their own home, or are having a house built for them to live in and the work does not relate to a trade or business. It is the type of client that matters, not the type of property.



4.1 Client's duties

- (1) In the case of all construction projects the client must take all reasonable steps to–
 - (a) ensure that all persons appointed to work on the project have the necessary competence and resources to do the tasks for which they are appointed to a satisfactory standard;
 - (b) ensure that suitable arrangements are in place for the management of the project so as to ensure that there is control of the risks arising from the work to all persons who are–
 - (i) undertaking the work, or
 - (ii) on or near the relevant construction site;
 - (c) ensure that adequate time and resources are allocated to all stages of the project to control of those risks; and
 - (d) provide pre-construction information to all designers and contractors engaged on the project.
- (2) In the case of a minor construction project a client must in addition to the duties set out in paragraph(1)–
 - (a) appoint in writing a principal contractor (unless he or she is the principal contractor) as soon as practicable; and
 - (b) ensure that a construction phase plan is in place before the construction work starts.
- (3) In the case of a major construction project the client must in addition to the duties set out in paragraphs (1) and (2) –
 - (a) appoint in writing a health and safety project co-ordinator as soon as is practicable after initial design work or other preparation for construction work has begun;
 - (b) provide to the health and safety project co-ordinator such information relating to the health and safety file as the co-ordinator requires; and
 - (c) retain and provide access to the health and safety file to persons involved in the construction project or any future construction project.
- (4) The client must ensure that the appointments under paragraphs (2)(a) and 3(a) are changed or renewed as necessary to ensure that there is at all times until the end of the construction phase a principal contractor and, if applicable, a health and safety co-ordinator.



4.2 Designer's duties

- (1) In the case of all construction projects a designer must –
 - (a) ensure that the client has been made aware of the client's duties under Regulation 7;
 - (b) before the start of the construction work–
 - (i) identify, so far as is reasonably practicable, the hazards and risks that may arise from the design and the work to be done to give effect to it, and
 - (ii) take all reasonable steps to eliminate the hazards and control the risks; and
 - (c) provide information to the contractors about the remaining risks.
- (2) In the case of a minor construction project a designer must in addition to the duties set out in paragraph (1) ensure that a principal contractor has been appointed.
- (3) In the case of a major construction project a designer must in addition to the duties set out in paragraphs (1) and (2) –
 - (a) ensure that the client has appointed a principal contractor (unless the client is the principal contractor); and
 - (b) take all reasonable steps to ensure that any information in the designer's possession that is needed for the health and safety file is included on that file.

Designs prepared or modified outside Jersey

Where a design is prepared or modified outside Jersey for use in construction work to which these Regulations apply –

- (a) the person who commissions it, if established within Jersey; or
- (b) if that person is not so established, the client for the project, must ensure that the duties set out in paragraphs (1), (2) and (3) are complied with.



4.3 Principal Contractor's duties

- (1) In the case of all construction projects for which a principal contractor is appointed the principal contractor must –
 - (a) plan, manage and monitor the construction phase, in liaison with the other appointed contractors;
 - (b) take all reasonable steps to ensure the competence of all contractors appointed to the project;
 - (c) prepare a construction phase plan in accordance with Regulation 18 as soon as practicable prior to setting up a construction site;
 - (d) ensure that the construction phase plan is appropriately updated, reviewed and revised so that it continues to be sufficient to ensure that construction work is carried out so far as is reasonably practicable without risk to health and safety;
 - (e) give all other contractors copies of the relevant parts of the construction phase plan;
 - (f) in the case of high risk construction work, ensure that safe work method statements have been prepared in accordance with Regulation 19;
 - (g) ensure that arrangements for assessing and controlling the risk of health hazards and the provision of amenities for welfare that comply with the requirements of Regulation 34 are provided throughout the construction phase;
 - (h) ensure that the necessary steps are taken to prevent access by unauthorized persons to the construction site; and
 - (i) provide a health and safety file to the client on completion of the work.
- (2) In the case of a major construction project the principal contractor must in addition to the duties set out in paragraph (1) –
 - (a) ensure that all persons engaged on the project have a suitable site induction and any further information or training that is needed for them to do their work safely is provided;
 - (b) consult with those persons in accordance with Regulation 17; and
 - (c) liaise with the health and safety project co-ordinator regarding ongoing design matters.



4.4 Contractor's duties

- (1) Every contractor engaged in a construction project must—
 - (a) ensure that the client is aware of his or her duties under Regulation 7;
 - (b) plan, manage and monitor his or her own work and that of workers engaged in the project;
 - (c) in the case of high risk construction work, prepare safe work method statements in accordance with Regulation 19;
 - (d) take all reasonable steps to ensure that all contractors engaged by him or her on the project and persons engaged to undertake construction work are competent to do the work for which they are engaged;
 - (e) provide supervision and training to their employees where it is necessary to ensure, so far as is reasonable practicable, that the work is done competently and safely and that Regulation 20 is complied with; and
 - (f) ensure that arrangements for assessing and controlling the risk of health hazards and the provision of amenities for welfare that comply with the requirements of Regulation 34 are provided to his or her employees.
- (2) In the case of a minor construction project every contractor must in addition to the duties set out in paragraph (1)—
 - (a) ensure that the client has appointed a principal contractor (unless the client is the principal contractor);
 - (b) co-operate with the principal contractor in planning and managing work, including taking notice of the principal contractor's directions and site rules;
 - (c) provide details to the principal contractor of any contractor whom he or she engages in connection with the project;
 - (d) provide any information needed for the health and safety file to the principal contractor in the case of minor construction projects and to the health and safety project co-ordinator in the case of major construction projects;
 - (e) inform the principal contractor of any likely difficulties in implementing and adhering to the health and safety plan; and
 - (f) inform the principal contractor of any accident, illness or dangerous occurrence at the site.
- (3) In the case of a major construction project every contractor must, in addition to the duties set out in paragraphs (1) and (2), ensure that the client has appointed a health and safety project co-ordinator.
- (4) Where there is no principal contractor the contractor who has control of the construction work or the construction project must draw up a construction phase plan in accordance with Regulation 18.



4.5 Health and safety project co-ordinator's duties

The health and safety project co-ordinator must–

- (a) advise and assist a client with his or her duties;
- (b) in the case of a major construction project, notify the Health and Safety Inspectorate of the project in accordance with Regulation 9;
- (c) co-ordinate the health and safety aspects of design work and co-operate with other persons who are part of the project;
- (d) facilitate good communication between client, designers and contractors;
- (e) liaise with the principal contractor regarding any ongoing aspects of the design;
- (f) identify, collect and pass on to any information gathered at the pre-construction phase of the project that is relevant to the construction phase; and
- (g) prepare and update the health and safety file.



4.6 Notification

- (1) Where Regulation 8(b) applies, the health and safety project co-ordinator must give notice to the Health and Safety Inspectorate as soon as is practicable after he or she is appointed.
- (2) The notice must contain the following particulars—
 - (a) the date of forwarding the notice;
 - (b) the address of the construction site or precise description of its location;
 - (c) a brief description of the project and the construction work that it entails;
 - (d) the name, address, telephone number and email address of the client;
 - (e) the name, address, telephone number and email address of the health and safety project co-ordinator;
 - (f) the name, address, telephone number and email address of the principal contractor;
 - (g) the date planned for the start of the construction phase;
 - (h) the time allowed by the client to the principal contractor for planning and preparation for construction work;
 - (i) the planned duration of the construction phase;
 - (j) the estimated maximum number of persons engaged to undertake construction work on the construction site;
 - (k) the planned number of contractors on the construction site;
 - (l) the name and address of any contractor already appointed;
 - (m) the name and address of any designer already engaged; and
 - (n) a declaration signed by or on behalf of the client that the client is aware of the client's duties under these Regulations.
- (3) The notice must be clearly displayed on site in a comprehensible form where it can be read by any worker engaged in the construction work and, if necessary, periodically updated.
e 50 people working more than 10 days.



5. PART FIVE – Health and Safety Standards

Detailed health and safety requirements relating to specific activities and procedures have been drawn up by De La Salle College and are contained in this section. These standards set out the minimum health and safety requirements which De La Salle expects to see implemented so as to minimise the risks, as far as is reasonably practicable, to its employees, pupils and visitors.

The health and safety standards form an integral part of De La Salle's Health & Safety Policy and it is the responsibility of every De La Salle employee to ensure that when these standards apply to their activities that the standard is implemented and maintained.

Arrangements will be put in place for periodic review by the Headmaster.

Any questions or queries regarding these health and safety standards should initially be directed to De La Salle's Headmaster.



5.1 Abrasive Wheels

1. Abrasive wheels, disc cutters and similar high speed portable plant present a serious hazard to those operating the machines. It is De La Salle's policy that only those who are trained, competent and authorised in their operation may use these machines and inspect/change the wheels/discs.
2. Each machine, whether fixed or portable, must have the maximum speed of its spindle marked on the machine - Do not use it if this is not so.
3. Every wheel or disc must have its maximum speed marked on it. Do not use it if this is not so. Ensure that the disc or wheel is compatible with the machine being used.
4. Every machine must have an effective on/off switch conveniently positioned for use by the operator.
5. The floor surrounding the work piece must be clear of obstructions and combustibles. A hot works permit may be required depending on the site.
6. No machine shall be operated without its guard in place.
7. Personal protective equipment must be worn. The work will always require eye protection to be worn, hearing protection (if noise levels are expected to exceed the lower exposure action value) and gloves if sharp metal is a by-product of the cutting. Depending on the material being worked on suitable respiratory protective equipment (RPE) should also be worn. Safety boots should be worn, especially when using portable machines. There may-be circumstances where persons working in the close vicinity who may be affected by flying particles must also wear eye protection.
8. Noise and vibration can be hazards, wear hearing protection, especially if using a wheel for long periods and stop using the tool if you experience symptoms of hand arm vibration.
9. When using disc cutters where sparks are likely to fall on lower leg, suitable trousers or overalls must be worn.
10. It is De La Salle's policy that tools should be double insulated and a RCD fitted at source.



5.2 Accidents

Although it is not a legal requirement in Jersey to report accidents, De La Salle recognise it is good practice to immediately report by telephone to the Health and Safety Inspectorate the following workplace events:

- 1.1 Death
- 1.2 Fractures of any kind, except to the hand or foot
- 1.3 Amputation
- 1.4 Serious injury to an eye
- 1.5 Injury resulting from an electric shock
- 1.6 Loss of consciousness
- 1.7 Decompression sickness
- 1.8 Acute illness due to absorption of a substance
- 1.9 Acute illness due to exposure to a pathogen
- 1.10 Any other injury leading to a casualty being admitted into hospital for more than 24 hours.

Workplace accidents which do not require a telephone call but should be reported to the Health and Safety Inspectorate, ideally within ten days include:

- 1.11 An over three day injury

Near Misses

A near miss is defined as an 'unplanned event that, while not causing harm, had the potential to cause injury or ill health'. A simpler definition is to call a near miss 'a close shave'.

De La Salle employees must report all near misses to the Headmaster or a H&S Co-Ordinator so that the near miss can be appropriately investigated.



Dangerous Occurrence

1. A Dangerous Occurrence is defined as one of a number of specific and defined adverse events. Although not a legal requirement it is good practice to immediately report by telephone to the Health and Safety Inspectorate the following Dangerous Occurrence;
 - 1.1 Lifting Equipment and machinery overturning or collapsing
 - 1.2 Pressure vessels, explosion, collapse or bursting of any plant
 - 1.3 Electrical short circuits leading to fire or explosion which results in stoppage of the plant
 - 1.4 Escape of flammable substances
 - 1.5 Collapse of scaffolding
 - 1.6 Collapse or partial collapse of a building or structure
 - 1.7 Uncontrolled escape of a harmful substance or pathogen from any apparatus or plant.

Actions to take following an accident

2. All accidents must be recorded in the De La Salle accident book.
3. The Headmaster and a H&S Co-ordinator must be notified.
4. The Health and Safety Inspectorate should be notified if the incident is 'reportable'.
5. All accidents, near misses and dangerous occurrences will be suitably investigated by the Headmaster and a H&S Co-ordinator with the aim of learning lessons in order to prevent a recurrence.
6. Periodic reviews of the accident book will be conducted by the Headmaster, H&S Co-ordinators and the Health & Safety Committee to identify any workplace trends.



5.3 Alcohol & Drugs

1. It is a legal requirement that you take reasonable care for your own health and safety, and the health and safety of others who may be affected by your acts or omissions, so far as is reasonably practicable.
2. If you are undergoing a course of medical treatment which includes prescribed drugs, the doctor will determine whether or not you are fit to return to work and undertake your normal duties. You are expected to comply with this medical advice.
3. However, it is De La Salle's policy that no employee shall be permitted to compromise his own safety or that of a colleague or pupil if they are under any influence of alcohol or drugs. To this extent, you are actively discouraged from working whilst under the influence of alcohol and / or drugs. If anyone suspects that the work of an employee under their control is affected by taking such substances, they will take suitable action, and report the matter to their Head of Department. **De La Salle will instigate disciplinary proceedings in line with the Staff Disciplinary Procedures Policy.**



5.4 Asbestos

1. 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.
2. It is the School's policy to locate ACM's within the workplace and to manage the risk they present in an asbestos management plan.
3. It is also Policy to bring to the attention of all employees, contractors and sub-contractors the location of any ACM's on site through an asbestos register which will be contained within the asbestos management plan located in the Headmaster's Office. Contractors are expected to meet all Health and Safety requirements should they work with any ACM's on the premises.
4. Employees and contractors must not disturb the fabric of any building unless it has been established that ACM's are not present. Where ACM's are present a specific risk assessment should be made on how employees and / or contractors will work safely with the product.
5. Only employees who have received the appropriate level of training are authorised to manage ACM's on site. Any employee who may disturb asbestos as part of their day to day work will undertake asbestos awareness training.
6. Even where ACM's have been identified by a client it is the School's policy to make sure an appropriate assessment of the asbestos risk is made whenever disturbing the fabric of a premises.
7. On discovering a potential ACM, employees/contractors should **STOP** work at once and immediately report their concern to the Headmaster and Maintenance Manager.
8. The School will use a competent person to assist in the identification of suspected ACM's and their advice will be sought on what appropriate actions to take.
9. De La Salle have appointed the Headmaster in conjunction with the Maintenance Manager to take managerial responsibility for the implementation of the asbestos management plan.



5.5 Capabilities and Training

1. There are many hazards that arise from using incompetent and poorly trained personnel to undertake work activities. Many accidents at work stem from a mis-match between the individuals capability and the training given.
2. In planning work, the Headmaster along with H&S Co-ordinators and Heads of Department will ensure that the personnel detailed to undertake it meet the competence requirements specified in the risk assessment.
3. In undertaking the allocation of work to each person there should be a clear common understanding of what is expected of each individual in terms of the range of tasks and the health and safety standards to which they are to be performed.
4. De La Salle are committed to conducting a safety training needs analysis in order to ensure employee have received the right training for their work activities.
5. H&S Co-ordinators and Heads of Department must ensure that only competent personnel undertake the work activities under their control. Where individuals display incompetence in the way the work is being executed then they must take steps to rectify the situation by:
 - Removal of the individual from the work activity until his competence level can be developed through training and experience to the level required.
 - Improve the level of direct supervision of the individual by competent personnel experienced in the work activity detailing the limits of the individual's involvement in the work.
6. H&S Co-ordinators and Heads of Department should ensure that where new systems of work or changes of techniques are being implemented that the required information and training is undertaken prior to the work activity commencing.
7. H&S Co-ordinators and Heads of Department should ensure that, where appropriate, refresher training is undertaken prior to executing work activities not regularly encountered. This will ensure those involved raise their competence level to that required by the work.
8. H&S Co-ordinators and Heads of Department should ensure that where personnel deputise for others that they are sufficiently competent to undertake the changes activities.
9. H&S Co-ordinators and Heads of Department must ensure that new employees and temporary employees are inducted on the safety standards within De La Salle premises. The following areas must be covered within the induction programme:
10. Introduction to De La Salle College Health & Safety Policy.
 - Details of fire and emergency procedures. This must include a walk through tour of the buildings emergency escape routes.
 - Accident reporting procedure.
 - Responsibilities of individuals under the law.
 - Details of nominated Health & Safety Coordinator, first aiders and welfare facilities.
 - Procedures for reporting health and safety infringements or concerns.



5.6 Classroom Safety

1. Written risk assessments are not required for every classroom activity, school-wide measures should be in place to deal with the real risks, unless new activities lead to additional risks in which case teachers will need to produce written risk assessments.
2. Issues in relation to classroom maintenance should be brought to the attention of the Maintenance Manager. Teachers should not attempt to undertake repairs of equipment, furniture etc.
3. Teachers should ensure that classrooms are able to be moved around safely, with gangways kept clear and no trailing leads or other slip and trip hazards present.
4. De La Salle will ensure a spillage procedure is in place. This will cover all liquid spillages eg water and blood. Teachers should ensure that they know the location of their nearest spillage kit.
5. Staff members should not use furniture to reach high level items, a suitable stepstool or stepladder should be used at all times.
6. Heavy objects such as TVs and computers should only be moved on a suitable trolley, staff members should always demonstrate good manual handling techniques and never lift more than they are capable of doing so.
7. Staff involved with manual handling will receive training on safe lifting techniques.
8. Visual checks of portable electrical equipment should be carried out prior to each use looking for wear and tear. Damaged items should be taken to the Maintenance Manager and labelled 'do not use'. Items found not to be displaying a portable appliance test sticker (or displaying an out of date sticker) should be brought to the attention of the Maintenance Manager.
9. All fire exits in the classroom should be
 - unobstructed;
 - kept closed at all times that the room is not occupied;
 - kept unlocked; and
 - easy to open from the inside.
10. Fire evacuation procedures will be clearly displayed in each classroom. All employees should be aware of the fire evacuation procedures for the areas in which they work.
11. De La Salle will ensure that fire-fighting equipment will be available throughout school premises and that it is inspected and maintained by a competent person. Any issues identified with equipment provided for fire safety should be drawn to the attention of the Maintenance Manager.



5.7 Contractors

1. 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 employees, pupils or visitors at risk. The basic requirement is to use qualified, and where appropriate industry registered, competent contractors with acceptable documented health and safety standards. The Headmaster will be responsible for maintaining a register of approved contractors.
2. Copies of health and safety risk assessments, method statements, appropriate insurance and other documentation as required will be obtained from the contractor before the work commences.
3. The risk assessments and method statements will be reviewed by the Headmaster before the work starts. If it becomes apparent that these risk assessments 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 the School, shall be responsible for themselves, their employees and any sub-contractor employed by them for:
 - Complying with all statutory and Common Law requirements.
 - 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.
 - Using an appropriate permit to work system where identified as required by the risk assessment.
 - Having appropriate insurance.
 - 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 Headmaster.

Failure to comply with any of these conditions or carrying out any major unsafe act will be regarded as a breach of contract and may result in the contract being terminated.



5.8 Design & Technology (D&T)

1. D&T teachers and technicians are trained and assessed as competent in respect of the safe use of equipment and machinery within School workshops.
2. Suitable and sufficient risk assessments of the D&T workshops will be undertaken by the H&S Co-ordinator and Head of Department. The control measures indicated within the risk assessment will be put in place and followed.
3. Workshops will remain locked except when being used, i.e. competent employee is present.
4. Employees will ensure that there is adequate space on and around workbenches so that students are unlikely to be jostled and can manipulate materials and equipment safely. Zones will be marked around machines to warn others not to intrude when machinery is being used.
5. Students will receive clear instruction and be assessed as competent on safe use of the equipment, machinery and tools and this will be recorded.
6. Notices are displayed on or close by the machinery indicating which are for 'staff use only, or where, students can use only under 1:1 supervision'.
7. Supervision levels within D&T workshops are sufficient to prevent misuse. There is effective classroom management which ensures students are focussed on work.
8. Dangerous parts of machinery and equipment are appropriately guarded and the guards are used and maintained.
9. Personal protective equipment will be supplied by De La Salle and used by students and employees.
10. If required following risk assessment, a noise assessment will be undertaken which will identify noisy activities or equipment and the control measures to be put in place.
11. The controls, e.g. stops, starters, isolators, emergency stops (gas, electric - whole classroom), as required are in place, readily accessible and in working order. Employees will be familiar with the locations and how to operate them.
12. Portable electrical equipment will be suitably maintained, i.e. subjected to portable appliance test in line with risk assessment.
13. RCD protection will be used on tools and machinery, either as part of the fixed wiring system or a portable device.
14. Maintenance and inspection routines of the D&T machines, equipment and tools are in place and findings of the inspections are appropriately recorded.
15. Local exhaust ventilation (LEV) connected to main woodworking machinery is subject to an annual inspection by a competent person.



5.8 Design & Technology (D&T) (cont)

16. Classroom management ensures that LEV systems are used and that good storage arrangements are in place so that there is limited clutter where dust can accumulate, i.e. access maintained to surfaces to allow effective cleaning.
17. There is a NO SWEEPING policy within De La Salle D&T workshops. Work areas (including floors) should be kept clean using a vacuum cleaner with HEPA air filters.
18. High level cleaning is carried out periodically to minimise build up of dust.
19. Employees cleaning the space are provided with necessary Personal Protective Equipment.
20. Employees should demonstrate good manual handling techniques, using handling aids provided, e.g. trolleys, hoists etc. whenever possible.
21. Employees involved with manual handling will receive training on safe lifting techniques.
22. Where moving machinery specialist assistance should always be obtained.
23. All LPG stored externally in a secure area.
24. A COSHH risk assessment of hazardous materials will be undertaken by a competent employee and the control measures identified followed/maintained.
25. Quantities of hazardous chemicals are kept to a minimum and care taken with those in use to reduce exposure, e.g. tops put back on containers if not needed for immediate use.
26. A monitoring system will be put in place to identify any missing tools, e.g. numbers checked at end of lesson or use of shadow boards.
27. All tools will be subject to frequent inspections, which are recorded, and damaged tools repaired or discarded.
28. All tools are subject to regular maintenance to ensure that the blades are sharp etc.
29. A system is in place for disposal of broken blades, e.g. sharp's container.



5.9 Display Screen Equipment

1. De La Salle 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 will be made by the School for relevant employee training, eyesight tests and the facilitation of short breaks away from the computer screen during the daily work routine. De La Salle College will reimburse the cost of basic corrective appliances which are required as a consequence of the use of VDUs.
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 their own workstation risk assessments.
4. Records of display screen equipment assessments and related training will be maintained by the Headmaster.
5. Workstation assessments will be reviewed periodically, if there has been a significant change in the equipment used or if there is reason to suspect that it may no longer be valid.



5.10 Electrical Equipment and Services Safety

1. De La Salle College will ensure both portable electrical equipment and fixed electrical installations are maintained in a safe condition.
2. A system of regularly planned fixed electrical maintenance inspections and tests by a competent person will be in place on the premises and suitable records will be kept of these checks by the Maintenance Manager.
3. De La Salle College will arrange for the periodic inspection and testing of all portable electrical equipment by a competent electrical person.
4. Employees should carry out their own simple visual checks of all mains electrical equipment for any obvious faults prior to using it. This check should include the mains cabling and plugs for signs of fraying, loose connections or other damage which might constitute a hazard.
5. Equipment which is suspected to be faulty or which has become damaged should not be used. Damaged equipment should be taken to the Maintenance Manager and labelled 'do not use'.
6. Electrical equipment must only be used for the purpose for which it is intended, and in accordance with the manufacturer's recommendations.
7. Employees are forbidden to bring their own electrical equipment on to School premises unless the equipment has been inspected and tested by a competent person.
8. Persons must not be allowed to work on or near live equipment unless specifically authorised and competent to do so. In these circumstances suitable special precautions should be identified and complied with by the Maintenance Manager.



5.11 Fire Safety Management

1. When fire breaks out the effects are often devastating. The risk of fire breaking out can be minimised through all employees being vigilant and taking responsibility for their actions. By a number of simple actions such as, but not limited to:
 - Ensuring that combustible materials, such as cardboard or waste, does not build up in any areas except designated areas.
 - Adhering to “No Smoking” policies.
 - Isolating and reporting faulty electrical equipment.
2. Risk assessments of the fire and emergency procedures will be carried out by the Headmaster in conjunction with the H&S Co-ordinators and recorded on a periodic basis or following any significant alterations to the workplace.
3. Fire safety equipment such as portable fire extinguishers will be subject to periodic testing by a competent person.
4. The Maintenance Manager will ensure that periodic tests of the automatic fire warning system take place, including the testing of break glass points and detectors. These tests will be logged in the Fire Safety Log Book.
5. The Headmaster and H&S Co-ordinators will ensure that regular fire drills take place within all school premises. These drills will be appropriately logged and recorded.
6. The Headmaster and H&S Co-ordinators are responsible for formulating the premises fire plan. The fire plan should detail the following information;
 - How to raise the alarm in the event of a fire
 - What to do if you hear the fire alarm
 - Means of escape and assembly point
 - Fire fighting equipment provision
7. Fire action notices should be displayed where persons on the premises will see them, for example at fire points and exits.
8. The Maintenance Manager and H&S Co-ordinators should ensure that the requirements of local Fire Laws are observed, for example by carrying out periodic checks that evacuation routes and emergency exits are marked and kept clear.
9. Employees will receive appropriate fire awareness and fire marshal training at periodic intervals.



5.11 Fire Safety Management (cont)

10. All personnel should:

- Familiarise themselves with Fire Action Notices.
- Familiarise themselves with the emergency exits as indicated on the fire notices posted adjacent to the entrance to each work area.
- Familiarise themselves with the fire extinguishers in their work areas
- Ensure that any visitors in their care leave the building by the nearest escape route. Provide assistance to any disabled members of employee or visitors who may require it during the evacuation if safe to do so.



5.12 First Aid

1. H&S Co-ordinators and Heads of Department must inform all employees of the first-aid arrangements, the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.
2. A suitable number of First Aiders will be on the premises at all times persons are at work. The First Aiders should be suitably qualified and the qualification should be in date.
3. De La Salle College will provide a suitable number of fully stocked first aid kits to be available on the premises at all times.
4. Notices informing employees and pupils of the location of first aid equipment and facilities must be displayed in prominent locations throughout the school site including staff and common rooms. The information should be clear and easily understood.
5. First aid information should be included in induction programmes to ensure that new employees and pupils are told about the first-aid arrangements.
6. Employees should ensure that suitable provisions for first aid have been made when carrying out activities away from the main school premises.



5.13 Gas Safety

1. Gas appliances should be installed in accordance with the latest British Standards for the Installation of Gas Appliances, fitted and maintained by a competent person.
2. Each gas appliance should be installed in a well-lit and draught free position. Ventilation, whether natural or mechanical, should be provided to ensure an adequate supply of fresh air, otherwise the gas will not burn completely and poisonous carbon monoxide will be produced. The outlets should never be covered or added to and air inlets should be kept free of obstruction. The kitchen extraction system will be interlocked with the gas supply as advised by the competent person.
3. Gas appliances should be regularly serviced by a competent gas service engineer following the appliance manufacturers' instructions, which must always be adhered to.
4. It is common practice to install a gas shut off valve in the kitchen and Science classrooms to shut off the gas supply to all the appliances in an emergency. Employees should know where this gas valve is situated or where the main gas valve at the meter is situated so that in an emergency they can turn off the gas supply. The appliance gas control taps should be turned off when not required.
5. In addition to the appliance gas control taps there should be a gas shut off valve installed in an accessible position close to the appliance to allow gas to be shut off for routine maintenance or in an emergency.
6. If the gas has been turned off at a main gas valve only a trained member of staff should relight the appliances or pilot lights after the gas is turned back on.
7. Ignition jets and pilot lights should be kept clean and regularly serviced.
8. If an integral ignition device fails repeatedly to ignite the gas, it should be reported to the supervisor.
9. Appliances with manual ignition should always be relit with a taper.
10. If you smell gas:
 - do not use any naked lights
 - do not switch the lights or any other electrical equipment on or off: switches produce sparks that would ignite escaping gas
 - check whether gas is coming from a pilot or burner – if so, turn off the burner – if not, turn off the supply where it enters the room or at the meter
 - open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build-up of gas dispersed



5.13 Gas Safety (cont)

- report the leak immediately to the person in charge
- do not turn the gas back on where it enters the room until the fault has been traced and repaired by a competent gas service engineer
- if gas continues to escape after the supply has been turned off at the meter, contact the gas service engineer immediately

Fire and possibly explosion can occur when accumulations of unburnt gas are ignited.

Carbon monoxide poisoning from gas which is not burnt properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations which are faulty or inadequately maintained. It is highly poisonous and breathing it can quickly lead to death.



5.14 Grass Cutting

1. An assessment of the location (including the weather conditions) will be undertaken before any grass cutting activities are undertaken. This will include inspecting the location for any hazards such as loose materials or debris. If there is any doubt that it is unsafe for grass cutting activities to commence, work should not proceed.
2. Only trained and authorised employees are permitted to operate grass cutting machines.
3. Grass cutting machines should only be used for the purpose for which they are designed and manufactured.
4. If an employee is required to work with a machine which he considers to be faulty, he should express his concerns to the Maintenance Manager who will arrange for the machine to be checked and, if necessary, repaired or discarded. Repairs and maintenance should only be carried out by trained, competent and authorised personnel.
5. Hair, clothing or limbs can become entangled in rotating parts, shearing can occur, as can entanglement. All moving and rotating parts are hazards.
6. Personal protective equipment must be worn. Grass cutting activities will always require eye protection, ear protection, safety boots, high visibility vests and gloves to be worn. After taking these precautions the Maintenance Manager may judge it necessary to issue additional personal protective equipment, and require it to be worn.
7. All guarding provided and installed on grass cutting machinery shall be used at all times. Any damaged, faulty or missing guarding should be reported immediately to the Maintenance Manager and the equipment withdrawn from use.
8. Strimmers will only be operated by trained, competent and authorised persons wearing appropriate personal protective equipment. Repairs and maintenance should only be carried out by trained, competent and authorised personnel.
9. Allow engine parts to cool down sufficiently prior to refuelling.



5.15 Gym Equipment

1. Risk assessments of the gym equipment will be carried out by the H&S Co-ordinator for Physical Education (PE) and recorded on a periodic basis or following any significant alterations or changes.
2. The School will ensure that pupils will receive the appropriate information on safe usage before using Gym equipment.
3. All employees should undertake pre-use visual checks prior to pupils using any piece of equipment, any item showing signs of damage or excessive wear should not be used. The Item should be marked 'do not use' and reported to the Health & Safety Coordinator for PE.
4. Employees should monitor pupils to make sure Gym equipment is only used for the purpose for which it was designed and manufactured.
5. Gym equipment should be maintained as per manufacturer's instructions and any periodic checks and repair work will be conducted by competent persons who have suitably isolated all power sources (where required).
6. If an employee establishes during any pre opening checks that a piece of equipment / machine is in an unsafe condition then they should immediately report this fact to the H&S Co-ordinator for PE and the equipment / machine taken out of use.



5.16 Hazardous Substances

1. De La Salle College uses a variety of chemicals which are classified as hazardous within science and design and technology and the maintenance departments. These chemicals can damage employees and pupil's health if used incorrectly or by the person(s) not following the safe working procedures.
2. It is the School's policy that any substances of a hazardous nature should be subject to a risk assessment before use. This assessment is normally called a Control of Substances Hazardous to Health (COSHH) Assessment.
3. The COSHH assessment and the conditions laid down within must be communicated to the end user prior to the hazardous substance being used on site. Material Safety Data Sheets should be referred to when assessing the handling, transport, storage and use of hazardous materials.
4. Sub contractors working with hazardous materials should provide their own COSHH assessment to the Headmaster for approval before work is commenced on site.



5.17 Herbicides and Pesticides

1. All containers used for storing chemicals must be properly marked and stored in a secure location.
2. Commercial products should be retained where possible in the manufacturer's containers. Where small containers are essential these should be of approved design and adequately labelled to identify contents and safety recommendations. **Never** use unmarked or unstoppered containers.
3. Read, understand and conform to the manufacturer's instructions and precautions or follow any specific safe working procedure.
4. Do not eat, drink or smoke whilst handling or applying chemicals.
5. Appropriate protective clothing must be worn when handling and applying chemicals.
6. Before eating, drinking or smoking after applying chemicals remove protective clothing and thoroughly wash the hands and face.
7. Protective clothing and equipment should be thoroughly washed after use and stored in a designated area (if appropriate).
8. If during or after handling or applying chemicals, symptoms of illness occur, obtain medical attention and report the matter to the Headmaster immediately.



5.18 Highly Flammable Liquids & Gases

1. There are a number of flammable substances, which are used, or found on De La Salle's premises, which could, if not properly controlled, cause accidents and injury to employees, pupils and members of the public.
2. It is De La Salle's policy to ensure that flammable substances are properly controlled, used, stored and disposed of so as to ensure the health and safety of its employees and others that may be affected by our operations.
3. De La Salle recognises the hazards associated with storage and use of these products, and these procedures set down the minimum standards.
4. Flammable substances include petroleum products, ammonia and hydrocarbons. They are easily recognisable as (by UK law) appropriate signs are displayed on the outer packaging.
5. Flammable substances give off vapours that are heavier than air and which are flammable and toxic. These procedures thus recognise the risk of accidental ignition or explosion, or the accidental inhalation of toxic vapours, and list the minimum action that is required to reduce the risk of these twin occurrences.
6. Flameproof electrical appliances should be used when working with flammable substances.
7. Employees will keep suitable extinguishers near any work activity where hot work is used and be aware of the location of fire fighting media within De La Salle's premises.
8. When flammable substances are to be used in confined spaces, and there is no safer alternative, management will ensure that there is adequate natural or forced ventilation.
9. Waste contaminated with flammable substance poses a high fire and health risk. Consideration will be given to the safe disposal of such contaminated waste, and maintaining high housekeeping standards.

Storage

10. Large quantities should be contained in an open-air compound, shielded from the direct rays of the sun and surrounded by a bund that will contain the maximum contents of the largest drum stored, plus 10%. The bund must be kept clear of rain water and waste material. Products which could add to the intensity of the fire e.g. oxygen or its toxicity e.g. chlorine must not be stored in the compound or immediate vicinity.
11. The floor of the compound should be paved or compacted, and no smoking / no naked light signs affixed to the outside.
12. These larger storage areas should be located at least 10 metres from any building.
13. Containers are to be stored upright.
14. When smaller quantities of flammable substances are stored in premises these should be kept to a minimum and stored in a fire resistant cabinet.



5.18 Highly Flammable Liquids & Gases (continued)

Storage (continued)

15. Signs stating 'Highly Flammable Liquids', No smoking, no naked lights will be displayed on the door or lid.
16. Suitable type and size of extinguishers will be located near to or at the entrance to any storage of flammable substances.

Petroleum Storage and Use

17. The storage of large quantities of petroleum is governed by legislation and licensing.
18. The storage and use of petroleum products presents particular risks and therefore require additional precautions.
19. All containers to be stored in fire resistant cabinets or bins.
20. All containers used for storage of petrol to be marked 'petrol'. No ex-drink containers to be used.
21. Petrol should not be used as a cleaning/degreasing agent.
22. Small quantities of petroleum product may be carried in vehicles or temporarily stored in premises so long as it is in a proprietary container.

Flammable Gases

23. Propane/Butane (LPG) are petroleum gases which are considerably heavier than air and will flow readily into pits. Propane and Butane must not, under any circumstances be allowed to drain freely from tanks and pipes.
24. LPG must not be stored inside workshops. All LPG cylinders empty and full must be placed in the LPG compound when the workshop closes at the end of the working day.
25. Flammable liquids must be stored in a proper flammable store or cupboard.



5.19 Ladders

1. Ladders are best used as a means of access to a workplace. They should only be used as a workplace in exceptional circumstances and for short-term work following a risk assessment.
2. Ladders owned and used by De La Salle are subject to regular inspections by a competent person. A ladder log is maintained by the Maintenance Manager recording these inspections. However, the user should also carry out an inspection prior to using ladders to ensure they are free from damage.
3. Where ladders are used, make sure that:
 - the ladder is either Class 1 Industrial or BS EN 131;
 - the ladder is free from damage or distortion;
 - the work can be reached without stretching;
 - the ladder can be fixed to prevent slipping;
 - a good hand hold is available on the ladder.
4. Many accidents result from using a ladder where a tower scaffold or mobile access platform would have been safer and more efficient.
5. Only carry light weight materials or tools up a ladder ensuring that you have both hands free for climbing.
6. All ladders must be strong enough for the job and in good condition. Check that the stiles are not damaged, buckled or warped, no rungs are cracked or missing and safety feet, if fitted, are both there.
7. Do not use domestic (Class 3), makeshift wooden or homemade ladders, or carry out makeshift repairs to damaged ladders. Do not use painted ladders as the paint may hide faults.
8. Ensure that the ladder is secure before climbing. The feet should rest on a firm and level surface and the ladder should be tied.
9. The ladder should be angled to minimise slippage. Ideally the angle should be 1 measure out for four measures up.
10. The top of the ladder should rest against a solid surface; ladders should not rest against fragile materials.
11. Ladders should be tied at the top and where this is not possible should be footed at the base when it is being used.
12. The ladder should extend at least 1.05 metres above the place where people will get on, unless there is another adequate hand hold.
13. Step ladders provide a free standing means of access but they require careful use. They are not designed to take any degree of side loading and can easily overturn. Only carry out light work from a step ladder and then only on a firm and level surface and then only where it is safe to do so.



5.19 Ladders (continued)

14. Do not work from the top step of a step ladder unless there is a properly designed hand rail that allows you to do so.



5.20 Legionella Management

1. De La Salle College has a duty to manage, maintain and treat water systems on our premises properly in order to prevent exposure of persons to Legionella bacteria.
2. The School recognises that Legionella can grow in any workplace if the conditions are right. A competent person will assess the risk of contracting Legionnaires' disease in accordance with the UK HSE's Approved Code of Practice (ACoP) and Guidance "Legionnaires' disease.
3. If the risk assessment shows that there is a Legionella risk which requires controlling then De La Salle will appoint a competent person to take managerial responsibility and to provide supervision for the implementation of the identified precautions.



5.21 Lone Working

1. In the course of their work it will be necessary for employees to work alone. Lone workers can be exposed to the danger of being undiscovered for sometime following an accident.
2. H&S Co-ordinators and Heads of Department should conduct a risk assessment for any employee who is to conduct a high risk activity whether on or off school premises. As a minimum the following guidelines should be observed:
 - Logging their absence prior to leaving, and advising their H&S Co-ordinator / Head of Department of a realistic anticipated return time.
 - Carry a mobile telephone when working alone and logging off with their H&S Co-ordinator / Head of Department once the shift has finished.
3. In the interests of their own health and safety, no employee should remain alone on the premises unless it has been specifically authorised by their H&S Co-ordinator / Head of Department.



5.22 Manual Handling

1. Manual handling can be described as lowering, lifting, pulling, pushing, holding, restraining, carrying, throwing or handling. More than a third of all over-three-day injuries reported each year to the Health & Safety Inspectorate are caused by manual handling.
2. When assessing manual operations the employee should always consider firstly if they can avoid the need for hazardous manual handling, so far as is reasonably practicable. If not they should assess the risk of injury from any hazardous manual handling that can't be avoided; and reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.
3. The School will ensure that employees will receive the appropriate training in good lifting techniques. Employees will be expected to follow this training when they are manual handling.



5.23 Minibus Safety

1. Only competent persons will be allowed to operate School vehicles. Operators will be required to hold an appropriate licence to drive on the public road and transport pupils.
2. The School will obtain written confirmation that their insurance policy applies to all the people using the minibus and all the activities and journeys that are conducted.
3. All De La Salle vehicles will be subject to both an exterior and interior pre-drive visual safety inspection by the driver every day the vehicle is used and repeated whenever another driver takes over.
4. De La Salle will be responsible for maintaining vehicles according to the manufacturer's instructions and to a set schedule.
5. Clear accident and emergency procedures will be put in place by De La Salle and should be included in driver and passenger assistant training.
6. Suitable lighting will be provided where vehicles and pedestrians operate on the premises in the hours of darkness.
7. Employees must not use hand held mobile phones whilst driving a vehicle.
8. Drivers must not drive if ill, affected by medicines, or under the influence of drugs or alcohol and be aware that alcohol can remain in the body for up to 24 hours.
9. Journey risk assessments will be conducted at regular intervals by the Transport Manager and detailed records should be kept.



5.24 Mobile Scaffolds

The following rules have been adopted by De La Salle in regards to the erection and dismantling of free-standing mobile scaffolds;

1. Mobile scaffolds must only be erected by competent persons who follow the manufacturer's instructions and selected with the load restrictions in mind.
2. Mobile scaffolds must only be erected on firm level ground and the manufacturer's instructions should be followed for the height to base ratio (no more than three times the minimum base dimension).
3. Where there is the risk of persons falling from height then suitable edge protection must be provided at least 950mm high and toe boards at least 150mm high. Intermediate rails should also be used so there is no unprotected gap of 470mm.
4. Where employees, pupils or members of public are present, the mobile scaffold should have barriers at ground level to prevent people walking into the area.
5. Outriggers must be extended where necessary i.e. to increase affected base size and the tower should be tied into the building where required.
6. Persons must not be allowed to remain on tower when it is being moved and the use of hop ups/ladders from scaffold must be prohibited.
7. Mobile scaffolds should be inspected by a competent person before first use, after substantial alteration and every seven days. These inspections should be recorded in the general register.
8. The tower scaffold must not be used as an attachment for safety harnesses, this is because they are not a suitable anchor point.
9. Tower scaffolds should not be overloaded beyond the capacity recommended by the manufacturer.
10. Where a tower is left incomplete a warning notice 'Tower Incomplete Do Not Use' should be fixed to it.



5.25 Protecting Members and Visitors

1. The School has a duty of care to any persons affected by its work activities including visitors and members using the school facilities.
2. The School will make an appropriate risk assessment of how its activities could affect third parties before any work is started.
3. Security is of the utmost importance to De La Salle, in order to keep out vulnerable groups and where maintenance work is conducted in general areas, then a clearly marked and secure boundary will be created around the workplace.



5.26 Risk Assessments

Employees should always take a common sense and proportionate approach, remembering that risk assessment and risk management are tools to enable pupils to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

In order for De La Salle to have a safe system of work, De La Salle must ensure suitable and sufficient risk assessments are conducted. A general procedure for risk assessment is detailed below:

1. H&S Co-ordinators and Heads of Department must assess the risks to health and safety of pupils, employees and any others that could be affected by their work activities within the department that they control.
2. Where the H&S Co-ordinator and/or Head of Department considers the risk to be significant, then this must be recorded in writing on the approved risk assessment form and where relevant, identify those groups of pupils, employees or others being especially at risk.
3. Risk assessments should be reviewed and altered if they are not longer valid or circumstances have changed significantly.
4. H&S Co-ordinators and Heads of Department should co-operate fully with other employees where work areas are shared, by exchanging information on the protective measures and risk associated with each other's activities, and subsequently pass such information to employees in those areas.

Definitions

- Hazard – this is the potential for harm
 - Risk – this is the likelihood that actual harm will occur
 - Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.
5. De La Salle employees are expected to adopt the HSE five steps to risk assessment approach:
 - **Step one** - Identify the hazards within the activity/operation/premises
 - **Step two** - Identify those persons at risk
 - **Step three** - Evaluate the risks and decide if you require further risk control measures including how you are going to monitor how the precautions are working
 - **Step four** - Record the finding in the approved form
 - **Step five** - Review the risk assessment if there is an accident, or a complaint or if the equipment/legislation changes.



5.27 School Trips and Outdoor Learning

1. Refer to the De La Salle 'Trips and Educational Visits' Policy.



5.28 Sharps / Needle Stick Incidents

1. The main risks from skin puncture (sharps) injuries can range from cuts of various sorts and severity requiring first aid or medical attention, to needle-stick injuries with potential infection risks from HIV and Hepatitis B and C. It is also important not to forget the risk of Tetanus infection associated with any cut or abrasion.
2. All employees at risk of receiving cuts whilst at work should be kept up to date with their Tetanus injections. Employees who are at risk of being injured by sharp objects (such as needles) contaminated by blood infected with HIV or Hepatitis B/C, should be provided with appropriate vaccinations/ inoculations.
3. Employees who are injured by sharp objects (such as needles) contaminated by blood which may be infected with HIV or Hepatitis B/C, should attend the accident and emergency department for appropriate medical attention.
4. Unfortunately needles and syringes are sometimes discarded thoughtlessly on school premises. All discarded needles and syringes must be regarded as potentially infectious and treated accordingly.

FIRST AID PROCEDURES IN THE EVENT OF a sharps Injury

- Encourage bleeding immediately by squeezing the site of injury and wash with warm water and soap. Do not suck the wound.
- Cover with a waterproof adhesive dressing.
- Make sure further advice is obtained from the Accident & Emergency Department.
- Report the incident to the Headmaster. All incidents must be recorded in the accident book.
- All members of staff who sustain a needle-stick injury (from a needle potentially contaminated with human blood/body fluids) must be followed up to ensure appropriate treatment, counselling and a proper prevention strategy.

What to do if Discarded Needles and/or Syringes are found on School Premises

5. You must not take avoidable risks - If it looks difficult to remove the needles, don't do it; call the Police for advice. Until they arrive close the area to all other persons, especially pupils. If this is not possible, isolate the object(s) and supervise the area.
6. However **if you decide that you can do it safely or there is an urgent need to move the equipment**, here are some simple steps to take:
 - Where possible, close the area to all other persons, especially pupils. If this is not possible, isolate the object(s) and supervise the area. (pupils should be supervised by someone other than the individual dealing with the needle(s) to ensure they do not enter the area);



5.28 Sharps / Needle Stick Incidents (continued)

- Wear disposable gloves (e.g. vinyl or latex first aid type) to protect you from contact infection, but please note that these gloves will not protect you against infection from “needle stick” injury. (See above for First Aid action to take if anyone is injured by a needle);
 - Never attempt to pick up a needle that is not attached to a syringe. In such circumstances refer to procedures on isolating the area until the Police arrive;
 - Ensure a sharps bin is available, the bin should be taken to the location of the discarded needles / syringes. Sharps must only be disposed of in designated sharps bins that meet the requirements of the current British Standard. (BS EN ISO 23907:2012).
 - Ensure sharps bins are of an appropriate size for the clinical activity – do not select excessively large sharps bins, or those that are too small for the size of needle/syringes.
 - Don’t touch the sharp point with your fingers or hands;
 - Carefully pick up the needle and syringe by the blunt end, away from the point. If possible use a tool to pick up needles: long-nosed pliers are ideal and tweezers can also be used;
 - Don’t try to put the plastic sheath back on the needle if it had fallen off;
 - Put the needle (and syringe, if there is one) point first, into the sharps container. More than one can be placed in the container, but don’t overfill it;
 - When you discover needles or syringes, the surrounding area should also be checked, but do not comb the grass by hand;
 - Wash your hands thoroughly with hot water and soap, before and after removing the gloves, which should then be bagged and thrown away. Bags should be colour coded yellow in line with the disposal of other hazardous waste materials. The bag should then be tied and sealed safely.
 - The bag containing the gloves and the sharps bin must be disposed of through the appropriate hazardous waste disposal route. (Do not put the items in normal domestic waste).
7. Pupils must not be permitted to enter any area where syringes or needles have been regularly found unless that area has been carefully checked immediately prior to the pupils being permitted to use the area. If needles or syringes are regularly found in the same place the police should be informed.



5.29 Slips, Trips and Falls

1. De la Salle recognise that slips and trips can result in serious injury and that by conducting appropriate risk assessments can reduce the likelihood of these events occurring.
2. The School will ensure that appropriate lighting is provided to external areas, as far as is reasonably practicable and fit handrails to steps where this is deemed appropriate.
3. Regular inspections will be conducted by H&S Co-ordinators to identify slip and trip hazards and where an employee comes across this type of hazard they should remedy the situation, if this is not possible, then they should immediately advise a H&S Co-ordinator and/or their Head of Department.



5.30 Stress & Well Being

1. Stress has been defined as 'the adverse reaction people have to excessive pressure'. De La Salle 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.
2. Appropriate risk assessments shall be carried out by H&S Co-ordinators at periodic intervals. De La Salle recognise 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.
3. Employees 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.



5.31 Vehicles and Traffic Management on Site

1. The school will assess the risk from vehicle movements on their premises and manage those risks in line with current workplace transport guidance e.g. segregation, marking and lighting, Introducing a traffic management plan where this is deemed necessary.
2. The School will also consider in their risk assessment vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as employees arriving and leaving work, school buses delivering pupils, delivery vehicles.



5.32 Working at Height

1. All employees should avoid or minimise work at height if possible, eg, prepare displays as far as possible before putting them up.
2. All employees should use suitable equipment for working at height, eg 'kick-step' type stools, properly designed and maintained low steps, poles for opening high windows etc. Furniture is not designed to be stood on!
3. If employees are overstretching or items are out of reach using the equipment provided, the Maintenance Manager should be contacted for assistance.
4. The Headmaster should ensure that an appropriate risk assessment of the possibility of falls from height within the School premises is carried out.
5. All employees should:
 - Be aware of obstructions at all times.
 - Wear suitable footwear.
 - Report poor maintenance, such as damaged window mechanisms, which could create hazards.
 - Be aware of slippery surfaces, particularly stairs.
 - Reduce accidents on stairs by encouraging people not to run or push.
 - If you are worried about the lack of equipment or its poor quality, inform the Maintenance Manager.
6. The Maintenance Manager will be responsible for maintaining a ladder log within the School when ladders and step ladders are in use. The Maintenance Manager will ensure that all access equipment on site is subject to daily visual inspections for damage.
7. The Maintenance Manager will maintain the complete ladder register for De La Salle.
8. Employees will be responsible for conducting a safety check of access equipment before use.