



## **Health and Safety (Senior School, Melrose and Pre-Preparatory Department)**

### **Health and Safety Policy**

#### **Introduction**

The purpose of this policy document is to define the principles, aims and organisation of health and safety within The Ladies' College and to provide a framework which:

- Promotes consistency in College planning and practice.
- Facilitates development and change.
- Informs new colleagues, students (which shall include pupils in Melrose), parents, Governors and the wider community.

#### **Part 1: General Statement of Health and Safety Policy**

The Board of Governors of The Ladies' College recognise our collective responsibility to ensure that, in so far as is reasonably practicable, we provide a safe, secure environment for all of our colleagues, students, contractors and visitors (including parents) and others who could be affected by our activities so that teaching and learning may effectively take place.

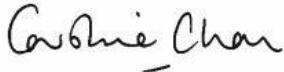
The purpose of this document is to define the principles, aims and organisation of health and safety within The Ladies' College. This policy has been compiled in accordance The Health and Safety at Work (General) (Guernsey) Ordinance, 1987 (as amended from time to time) which defines the responsibilities of employers and employees. Where the policy refers to UK legislation or regulations, the College will follow those (as appropriate) and any Guernsey equivalent.

The Estates & Welfare Committee of the Board of Governors holds the delegated responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estates and buildings. This Committee ensures that the College's health and safety framework complies with statutory requirements, Codes of Practice and such advisory material as is or may become available to the College.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Principal but all colleagues are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Governors to comply with health and safety duties. Finally, all colleagues are responsible for reporting any significant risks or issues to the Bursar.

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

Signed:

A handwritten signature in black ink that reads "Caroline Chan". The signature is written in a cursive, flowing style.

Advocate Caroline Chan

**Chairman of Governors, for and on behalf of the Board**

Date 5 December 2023

## **Part 2: Organisation**

### **1. Board of Governors**

The ultimate responsibility for health and safety in the College lies with the Board of Governors. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the College. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the College and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### **2. Principal**

The Board of Governors delegates to the Principal the task of establishing an adequate Health and Safety Policy and for setting a framework for its implementation, monitoring and reform, as necessary. The Principal has responsibility for all school safety organisation and is accountable to the Board.

### **3. Bursar**

The Board of Governors delegates to the Bursar the achievement of the College's Health and Safety Policy overall. The Bursar is accountable to the Principal and will have the following responsibilities:

- a) To be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- b) To co-ordinate the implementation of the approved safety procedures in the school.
- c) To maintain contact with outside agencies able to offer expert advice.
- d) To stop any practices or the use of any plant, tools, equipment, machinery etc. considered to be unsafe until satisfied as to their safety.
- e) To make or arrange investigation of premises, places of work and working practices on a regular basis and to ensure that appropriate procedures are in place so that accidents and hazardous situations can be reported.
- f) To review from time to time:
  - (i) the provision of First Aid in the school (see Section 11 on First Aid in Part 3: Practical Arrangements) and
  - (ii) the emergency regulations (see Section 10 on Fire & Other Emergencies in Part 3: Practical Arrangements)to make recommendations for improving the procedures laid down.
- g) To review regularly the dissemination of safety information concerning the school.
- h) To recommend necessary changes and improvements in welfare facilities.
- i) To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware.
- j) To ensure that consideration is given to the possibilities of maintenance work affecting students and colleagues.
- k) To inform the Board of Governors periodically of the safety procedures of the school.

In respect of arrangements for Melrose and the Pre-Preparatory Department, the Bursar delegates the day-to-day responsibility of health and safety at Melrose to the Head Teacher of Melrose.

#### **4. Senior School Heads of Department (Teaching) and Senior School non-teaching colleagues holding special responsibilities with respect to Health and Safety**

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama - Head of Drama
- Art (including harmful substances and flammable materials and including photography) - Head of Art
- Music - Head of Music
- Design & Technology (including Food Technology) - Head of Design & Technology
- Trips and visits - Educational Visits Co-ordinator.

These colleagues have the following additional responsibilities:

- a) To bear the responsibility of formulating (in writing) and applying a safety policy (statement of arrangements) for their own department or area of work. They are also responsible directly to the Principal for the application of existing safety measures and procedures within that department/area of work. Advice or instruction given by the Principal must also be observed.
- b) To establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with use, handling, storage and transport of articles and substances, e.g. chemicals, boiling water and guillotines.
- c) To resolve any health and safety problem which other departmental colleagues may refer to them and to refer to the Bursar or to the Health & Safety Committee any problems for which they cannot achieve a satisfactory solution using the resources available to them. (See Hazard Report Form – Appendix C.)
- d) To carry out a regular (at least once a year) safety inspection of the activities for which they are responsible. Inspections should be accurately recorded and, if required, a report submitted to the Bursar or the Health & Safety Committee.
- e) To operate their own inspections as and when required e.g. annual inspection of electrical appliances. Heads of Departments are required to keep a record of all equipment and dates of inspections.
- f) To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work.
- g) To, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the States of Guernsey.

- h) To propose to the Bursar or to the Health & Safety Committee requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

## **5. Premises Manager**

The Premises Manager will, together with the Principal and the Bursar, assume a general responsibility for consultation with colleagues and students on aspects of health and safety, and will be responsible for:

- Building security
  - Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate)
  - Contractors in respect of buildings and maintenance whilst on site
  - Site traffic movements
  - Maintenance of College vehicles
  - Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality and asbestos
  - Undertaking inspections for general areas and small departments of the school
  - Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities.

## **6. External Health and Safety Advisors**

The Bursar, in discussion with the Premises Manager or the appropriate Heads of Departments, will arrange (as appropriate) for external consultants to advise on matters of health and safety within the College. Such provision may include:

- Structural surveyors retained to give advice on the external fabric of the school.
- Engineers to monitor and service the school's plant and equipment, including boilers, lifts and hoists.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, external advisers may be requested to undertake a review periodically.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added. In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella including a water sampling and testing regime in place.

- The Premises Manager maintains an asbestos register and is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works take place. They are also responsible for the maintenance of an asbestos management plan. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), the Head of Physics, is responsible for liaison with the radiation protection officer of the States of Guernsey and the Radiation Protection Adviser of CLEAPPS for ensuring compliance with the Ionising Radiation Regulations 1999 and/or applicable local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them and/or their local equivalent.

## **7. Health & Safety Committee**

The Committee will meet once a term and will be chaired by the Bursar. The minutes of the meetings will be accessible to all colleagues and will be provided to the Principal and to the Estates & Welfare Committee of the Board of Governors. The Principal and the Chair of the Estates & Welfare Committee may be invited to attend. The other members of the Committee will be:

- Head of D&T
- Head of Science
- Head of Art
- Head of PE
- Head of Music
- the Educational Visits Co-ordinator
- the Premises Manager
- the Head Teacher of Melrose
- the Head of Drama
- Head of Curriculum IT & Online Safety co-ordinator
- The Primary First Aider

Other colleagues will be invited to attend meetings where appropriate. Additional meetings will be held where circumstances warrant them, subject to agreement between the Principal or the Bursar and colleagues or representatives.

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations
- monitor the effectiveness of health and safety within the school
- review accidents and near misses, and discuss preventative measures
- review fire drills and to discuss any matters arising
- review any reported hazards and any action taken to rectify and prevent a recurrence
- review and discuss departmental health and safety policies annually
- receive annual reports from the Premises Manager in respect of in-house and contracted maintenance

- discuss training requirements
- monitor the implementation of professional advice
- review the College's Health and Safety Policy annually and make any necessary amendments
- assist in the development of safety rules and safe systems of work
- monitor communication and publicity relating to health and safety in the work place
- encourage suggestions and reporting of defects by all colleagues
- report annually to the Estates & Welfare committee on the above matters.

## **8. Colleagues**

The co-operation of all colleagues is essential to the success of this Policy and the College requests that colleagues should notify their Head of Department / the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Colleagues are required to:

- follow this Policy
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the College or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior colleagues
- to know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied
- observe standards of dress consistent with safety and/or hygiene
- exercise good standards of practice
- know and apply the emergency procedures in respect of fire and first aid
- use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others
- co-operate with the appropriate safety authority of the States of Guernsey and the enforcement officer of that authority
- take care to ensure that unnecessary risks to persons and property are avoided
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

## **9. Class Teachers**

The safety of students/pupils in classrooms, laboratories, studios, kitchens, workshops and the photography dark room is the responsibility of class teachers. Teachers have, by tradition, carried the responsibility for the safety of students/pupils when they are in their charge. If, for any reason, a colleague cannot accept this responsibility the matter should be discussed with the Head of Department in the first instance, before the lesson takes place.

Class Teachers are expected to:

- exercise effective supervision of the students/pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out. At the beginning of each academic year they should go through these rules with their classes.
- know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied, including any requirement that students should not enter specific areas without adult supervision (such as the laboratories and DT areas) or without appropriate training (the photography darkroom).
- give clear instructions and warning as often as necessary.
- follow safe working procedures personally.
- require protective clothing, guards, special safe working procedures, etc. where necessary.
- make recommendations to their Head of Department e.g. on safety equipment, additions or improvements to tools, equipment or machinery, which are dangerous or potentially dangerous.
- be aware of any student's/pupil's health problems which may affect their health and safety whilst under their supervision.

## **10. Pupils and Students**

Pupils and students throughout the College are expected to:

- exercise personal responsibility for the safety of themselves and of other students in the school premises and school grounds.
- observe standards of dress consistent with safety and/or hygiene.
- observe the school rules relating to behaviour, uniform and hair at all times.

## **11. Other Users of the premises**

Other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular, visitors, parents and other volunteers helping out in school will be made aware of the appropriate health, safety and welfare policy and arrangements applicable to them by the colleague to whom they are assigned, who will also guide them should there be an emergency on site. For those hiring the College's facilities, a terms and conditions document covering health and safety issues must be signed.

If any member of staff is concerned about the presence of an unexplained adult in the school or the grounds, they should ask for identification and purpose of visit in the first instance and then the Principal or, in her absence, the Vice Principal should be informed.

## **12. Contractors on School Premises**

Building work on occupied premises may create risk for those engaged in the work, for colleagues and students, and for those entering the premises. The Governors of the school have responsibility for the safety of the fabric of the building and for ensuring the safe procedures of outside contractors. The requirements of the Health & Safety Executive document "Guernsey Construction (Design and management) 2020" code of practice should be followed as appropriate. Day-to-day liaison with contractors on health and safety matters is delegated to the Bursar and the Premises Manager who will also guide contractors should there be an emergency on site.



### **13. Parents and Visitors to Melrose and the Pre-Preparatory Department**

All parents and visitors to the school should report to the Melrose office to collect their security badge and sign in and out. If visitors are invited to the school everyone should be informed by a notice on the notice board in the staffroom. If any member of staff is concerned about the presence of an unexplained adult in the school or the grounds they should ask for identification and purpose of visit in the first instance and then the Head Teacher or, in her absence, the Deputy Head Teacher should be informed.

### **14. Responsibility for Melrose pupils**

The Melrose and Pre-Preparatory Department staff, acting in loco parentis, accept responsibility for the pupils during school hours, from 08:15 for Pre-Preparatory Department pupils and 08:10 for the remainder of Melrose. Pupils attending Early Morning Clubs will be supervised from the time the club commences. Pupils having 1:1 learning support or music lessons before school will be supervised by the teacher concerned.

Unless a pupil is attending a Melrose after school club it is our expectation that pupils will be returned to the care of their parent or guardian within fifteen minutes of the end of the school day. (Pre-Prep & Lower Prep – 15:00, Middle & Upper Prep – 15:10 and Junior Pupils – 15:45). After that time pupils will wait in Melrose Reception, supervised by the Secretary until they are collected. Pupils having music lessons after school will again be supervised by the teacher concerned.

Pupils generally stay at school at lunch times but may go home / out if a request has been received by parents. Pupils going out are not the responsibility of the staff and should be signed out on leaving. On returning to school pupils should be signed in and handed over to the care of the lunchtime supervisor on duty.

### **Auxiliary Services**

We co-operate fully with the States of Guernsey as far as school medicals and dental inspections etc. are concerned.

## **Part 3: Practical Arrangements**

**Risk assessments** form the cornerstone of health and safety planning. Risk assessments should be undertaken for activities both inside the College and whilst out of College and should be kept up to date. They should be prepared in accordance with the following as appropriate:

- This Policy
- The Offsites Visit Policy
- Departmental health and safety policies
- Other policies as detailed in this policy.

### **1. ACCESSIBILITY**

Arrangements for students with special educational needs and / or disabilities are covered in the SENDA 3 Year Accessibility Plan which can be found on the colleague SharePoint site and on the College website.

### **2. ACCIDENT REPORTING**

- a) All accidents must be recorded on a Student/Student Injury Form (Appendix A) or Staff Accident Report Form (Appendix B) available from the Principal's PA's office or Melrose

Staff Room. For Senior School, this must be given in to the Principal for review/sign off. For Melrose this must be given in to the Melrose Head Teacher or Deputy Head Teacher for review/sign off. These forms will be securely stored by the Principal or the Head Teacher for 3 years.

- b) Accidents in the Pre-Preparatory Department must be recorded in the Pre-Preparatory Accident Book as required by HSC and stored securely for 3 years.
- c) Serious accidents may require investigation. This accident investigation will be carried out internally by the Principal or a member of the Senior Leadership Team in accordance with advice given in Health and Safety in Schools, (p. 49/50), 1991, B. Stock, Croner Publishers.
- d) The procedures listed above apply to accidents concerning students. If, however, any colleague or visitor is involved in an accident the Bursar must be informed immediately and the relevant Accident Form completed for sign off by the Principal and the Bursar.
- e) A Report of an Injury, Disease or Dangerous Occurrence must be completed for the States of Guernsey for any major injuries.

Accidents should be reviewed for any learning opportunities which should be reported to the Health & Safety Committee.

### **3. ADMINISTERING MEDICATION**

Details of the arrangements for the administration of medication are included within the First Aid Policy which is held on the colleague SharePoint site and is published on the College website. All colleagues are expected to make themselves familiar with the policy and apply the policy appropriately.

### **4. ASBESTOS**

The Premises Manager maintains an asbestos management plan which is regularly reviewed, updated as necessary and is brought to the attention of appropriate staff and contractors.

### **5. CONTROL OF SUBSTANCES 'HAZARDOUS TO HEALTH' (COSHH)**

The Control of Substances Hazardous to Health (COSH) Regulations 1988 and their local equivalent cover substances in the following categories:

- a) substances labelled by suppliers as very toxic, toxic, harmful, corrosive or irritant
- b) substances for which a maximum exposure is specified
- c) a micro-organism used at work that constitutes a hazard to health
- d) dust of any kind if it is present in substantial concentration in air
- e) any substance not included above which creates a comparable hazard to health.

### **Procedures**

- (i) Departmental health and safety policies should take account of hazardous substances used within their departments.
- (ii) The Premises Manager is required to ensure, so far as is reasonably practicable:
  - 1. that cleaning staff are informed of the hazards and necessary precautions to be taken;
  - 2. that cleaning staff take the recommended precautions;
  - 3. that the specified personal equipment is kept available, is maintained in good use and is used.

- (iv) Cleaners are legally required to make full and proper use of the personal protective equipment provided to protect their health and to report immediately any defect in that equipment to the Premises Manager.

## **6. EDUCATIONAL & OTHER OFFSITE VISITS**

All offsite visits should take account of health and safety requirements. Details are contained in the Offsite Visits Policy which is held on the colleague SharePoint site and is published on the College website. All colleagues are expected to make themselves familiar with the policy and apply it when planning and undertaking any offsite visits.

## **7. ELECTRICAL SAFETY**

The four major principles of the Electricity at Work Regulations 1989 and their local equivalent are to:

- a) ensure that electrical systems or services are designed to prevent danger
- b) to ensure that electrical systems or services are maintained so as to prevent danger
- c) ensure that electrical equipment (i.e. the portable electric equipment which is connected to the electrical systems) is suitable for use and properly and competently maintained
- d) ensure that every work activity which involves electricity is organised and carried out so as to avoid danger.

### **Procedures**

- (i) The fixed electrical circuits within the school should be inspected and tested at least every 5 years by a competent person. The Premises Manager is responsible for making the arrangements for this section.
- (ii) Where wiring is more vulnerable to damage and abuse, e.g. surface wiring in a temporary classroom, it should be inspected every 3 years.
- (iii) Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- (iv) The electrical circuits associated with stages/theatre halls should be inspected every two years.
- (v) Schools should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use. This is the responsibility of all Heads of Departments.
- (vi) Equipment, which was not manufactured to current standards, may require modification.
- (vii) Home-made or modified equipment should be inspected and tested by a competent person before use.
- (viii) All electrical equipment should be PAT (Portable Appliance Testing) tested and visually tested annually.
- (ix) Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- (x) Where equipment used outside the building via a flexible cable a residual current device (RCD) should be used in the supply circuit.

## **8. ONLINE SAFETY**

The College's ICT policies (Acceptable Use, Staff e-mail, Data Protection, Online Safety and Social Media Code of Conduct) contain details of the College's arrangements with respect to online safety.

These policies are held on SharePoint and published on the College website. All colleagues are expected to make themselves familiar with them and apply the policy appropriate to their departments.

## **9. ENVIRONMENT**

Any defects in heating, lighting and ventilation should be reported to the Premises Manager or the Bursar who will take action to rectify the fault.

Lighting – The Chartered Institution of Building Services, in its Code for Interior Lighting 1984, recommends levels of 300 lux in halls, classrooms, libraries, gymnasium and workshops and 500 lux in art rooms, needlerooms (with supplementary local lighting) and laboratories, (p. 128, Health & Safety in Schools, B.Stock, 1991, Croner Publishers).

Temperatures – The UK's Education (School Premises) Regulations 1981 specify the following:

- a) Temperature of 18°C in areas where there will be an average level of activity and an average level of clothing (e.g. classrooms).
- b) Temperature of 20°C in areas where persons are lightly clad and inactive (e.g. medical room, changing rooms).
- c) Temperature of 14°C in areas where occupants are lightly clad but where activity is vigorous (e.g. gymnasium).
- d) Temperature of circulation spaces, corridors etc should be within 3°C of the area they serve.

There is no maximum temperature specified by law. If the temperature rises, colleagues are asked to plan activities appropriately and to look to move the lesson to an alternative location.

## **10. FIRE & OTHER EMERGENCIES**

The Premises Manager will carry out and record risk assessments of the fire and emergency procedures on a regular basis or following any significant alterations to the workplace.

The Premises Manager will ensure that the requirements of Guernsey fire safety laws are observed, for example, by ensuring the maintenance of exits and fire routes. The Premises Manager will also ensure that the fire detection and fire warning system, emergency lighting and firefighting equipment are maintained by appropriate personnel and subject to regular internal checks.

The College has issued specific Fire Safety procedures which are held on the colleague SharePoint site and the Fire Safety Policy is published on the College website. All colleagues are expected to make themselves familiar with the Fire Safety Procedures and to apply the policy appropriately in their departments. Form tutors are required to bring the procedures to the attention of all students at the start of each year.

The College also has a Bomb Scares /Terrorism Policy held on the colleague SharePoint. site. All colleagues are expected to make themselves familiar with the policy and to apply the policy appropriately.

## **11. FIRST AID**

The College has issued a specific policy in respect of First Aid which can be found on the

colleague SharePoint site and the College website.

All colleagues are expected to make themselves familiar with the policy and apply the policy appropriately.

## **12. FLU AND PANDEMICS**

The College has issued a specific policy in respect of flu and pandemics which can be found on the colleague SharePoint site.

All colleagues are expected to make themselves familiar with the policy and apply the policy appropriately.

## **13. HAZARDS**

Everyone is responsible for identification of hazards.

Anyone who becomes aware of a hazard should report it (using Hazard Report Form – Appendix C) to the Premises Manager or the Bursar who may take interim measures pending rectification. The Premises Manager is responsible for arranging for remedial works.

## **14. HYGIENE AND HEALTH**

Where large numbers of people work in close proximity there is an ever-present risk of outbreaks of certain infectious diseases.

The College follows the States of Guernsey Public Health Services “Health Protection for Education Settings”. (Appendix D.)

### **Procedures**

- (i) A high standard of personal hygiene must be encouraged.
- (ii) Colleagues should ensure that any cuts or broken skin are covered with waterproof or other suitable dressing while they are at work and (if they are aware) that similar action is taken with students while in school.
- (iii) Particular care must be taken when dealing with bleeding or other cases of spillage of body fluid.
  - 1. Plastic gloves should be worn.
  - 2. The appropriate recommended cleaning agent for the infection should be used according to the instructions published at the time.
  - 3. Keep people from the area until the spillage is dealt with.
  - 4. Contaminated paper towels should be flushed down the toilet or treated as infected waste.
  - 5. Infected waste should be incinerated or placed in a yellow plastic sack for disposal.
  - 6. On completion of work involving the cleaning up of body fluids hands should be thoroughly washed.
- (iv) Smoking. There must be no smoking or vaping on the school premises.
- (v) Students and colleagues should be made aware of over exposure to the sun. Further guidance is given in the College’s Sun Safe Policy held on the colleague SharePoint site and the College website.

## **15. LEGIONELLA**

The Premises Manager maintains a legionella risk assessment which is regularly reviewed, updated as necessary. Legionella testing is carried out regularly.

## **16. SITE SECURITY**

The College has issued a specific policy in respect of Site Security which can be found on the colleague SharePoint site.

All colleagues are expected to make themselves familiar with the policy and apply the policy appropriately.

## **17. SLIPS, TRIPS & FALLS**

Slips, trips and falls are the most common cause of injury at work. The College works to ensure that slips, trips and falls are minimised by such measures as appropriate, for example matting by doors, removing spillages promptly and ensuring that wires are not left trailing. Regular observation of the site can also identify other potential issues. Colleagues are encouraged to mitigate the possibility of slips, trips and falls in all tasks and to report any possible hazards promptly.

## **18. VEHICLES ON SITE**

The College has issued a specific policy in respect of vehicles on site which can be found on the colleague SharePoint site.

All colleagues are expected to make themselves familiar with the policy and apply the policy appropriately.

## **19. WORKING AT HEIGHTS**

All work at height should be properly planned, organised and supervised.

## **20. SOURCES OF FURTHER INFORMATION**

Colleagues can obtain health and safety information from diverse sources:

- a) the school's Health and Safety Policy. All colleagues have access to a copy of this document.
- b) Health and Safety in Schools. B. Stock, 1991, Croner Publications Ltd.
- c) Professional organisations e.g. Association for Science Education, ATL etc.
- d) The Guernsey Health and Safety Executive <https://gov.gg/hse>
- e) CLEAPSS <http://www.cleapps.org.uk>

## **21. TRAINING**

All new colleagues will be provided with a Staff Handbook and The Ladies' College Health and Safety Policy and, where appropriate, a Departmental Handbook containing the departmental health and safety policy. Health and Safety issues are covered within the colleague induction process.

Specific training will be provided as appropriate, for example, to those who act as First Aiders, those who work within the specific teaching departments identified in this document, those involved in the preparation and serving of food, and those involved in the maintenance of the premises and grounds.

## APPENDIX A STUDENT ACCIDENT FORM



The Ladies' College

Appendix A

### Student Injury Accident form (copy must be sent to Education Dept for Scholars)

To be completed for all student injuries occurring on School premises or during a School activity.

**If the injury involves a trip to A and E, then a copy must go to the Bursar immediately.**

#### STUDENT INFORMATION

Name	Date of Birth
Address	Contact No
	Scholar YES / NO

#### ACCIDENT INFORMATION

Date & Time	Location
Describe what the student was doing when the injury occurred (eg playing football) and state what went wrong (eg slipped)	
What part of the body has been injured and what injury occurred?	

#### ACTION TAKEN

First Aid given at School?	YES / NO	By whom?	
Parents notified?	YES / NO	By whom?	
Child taken to Doctor?	YES / NO	By whom?	
Child taken to Hospital?	YES / NO	By whom?	

#### ACTION TAKEN TO PREVENT ANY FUTURE OCCURRENCE (continue as necessary)

--

Member of staff completing form:	Date:
Student's signature:	Date:
Principal's signature:	Date:

Updated June 2016

## APPENDIX B



### EMPLOYEE ACCIDENT REPORT FORM

This form must be completed for all injuries to colleagues which are likely to require medical treatment or to cause absence from work.

<b>Personal details</b>	Full Name:
	Job Title:

<b>Accident Details</b>	Description of work being carried out:	
<b>Accident reported to line manager</b>	Injuries:	
	Date of accident:	
	Time:	Place of accident:
	Description of accident:	
	Names of witnesses:	
	Doctor's name:	Date of visit:
	Yes / No (please circle)	Date/Time reported:

<b>Absence from work</b>	<b>Tick or delete where appropriate -</b>
	Did you continue working after the accident? Yes [ ] No [ ]
	If you stopped work when did you restart:
	Were you absent from work? Yes [ ] No [ ]
	<b>If absent, please complete -</b>
	My first day off work was:
	I expect to be off work for:
	or I returned to work on:

<b>Colleague signature:</b>	<b>Date:</b>
<b>Bursar comments:</b>	<b>Date:</b>
<b>Reported to HSE</b>	<b>Yes / N/A (please circle)</b>
<b>Bursar signature:</b>	<b>Date:</b>



## APPENDIX C

### HAZARD REPORT FORM

Hazard reported to: .....

Reported by: .....

Date reported: ..... Time reported: .....

#### Description of hazard

.....  
.....  
.....

#### Immediate action taken (if any)

.....  
.....  
.....

Report received by: .....

Date: ..... Time: .....

#### Action Taken

.....  
.....  
.....

#### FOR BURSAR

Received by: .....

Date: .....

Action taken: .....

.....  
.....

Cost: .....

## APPENDIX D

### Health Protection for Education Settings

Bailiwick of Guernsey  
Public Health Services, October 2023

READER INFORMATION	
Title	Health Protection for Education Settings in the Bailiwick of Guernsey
Document Purpose and key uses	To provide health protection guidance to education settings in the Bailiwick of Guernsey, aiming to prevent and control infections and promote healthy environments.
Publication date	17/10/2023
Target audience	Education settings
Data sources	UKHSA Health Protection in children and young people settings, including education; Devon County Council Health protection for educational settings;
Version Number	1.0

### Health Protection in children and young people settings, including education

This document aims to provide schools and other children and young people settings with information and resources on Health Protection matters. These tools support the preparedness, assessment and decision making around infection prevention and protection measures as well as providing guidance on infections and outbreaks, exclusion periods for different infections and advice around when and how to contact Public Health services/Health Protection Team.

Please note that the links on this document are sourced from the UK Health Security Agency (UKHSA). This ensures access to up-to-date information, reviewed and approved by UK official agencies. **The contact details to UK Health Protection Teams and other support agencies should be disregarded and interpreted under local context** – if in doubt please contact Public Health Services on 01481 220000 or email [publichealth@gov.gg](mailto:publichealth@gov.gg)

Pupils and staff in schools are particularly susceptible to infections which increase over the winter months, such as seasonal influenza (flu), COVID, RSV (Respiratory Syncytial Virus) and stomach infections (norovirus, for example). These can be very infectious and cause outbreaks in school settings due to the close contact amongst pupils and staff. The spread of these illnesses can be limited by ensuring there are good infection control practices within the school.

Young children and/or those with chronic illnesses and neurodevelopmental disorders are at increased risk of developing complications from certain vaccine-preventable infections such as COVID, measles and flu. The latest information on infectious diseases and management of outbreaks in educational settings can be found on [Health protection in children and young people settings, including education](#). On this link you can also access further information on:

- [What infections are, how they are transmitted and those at higher risk of infection](#)
- [Preventing and controlling infections](#)
- [Supporting immunisation programmes](#)
- [Managing outbreaks and incidents](#)
- [Managing specific infectious diseases: A to Z](#)
- [Specific settings and populations: additional health protection considerations](#)
- [Children and young people settings: tools and resources](#)

Children, young people, and staff who are showing symptoms of an infectious disease or have been diagnosed by a health professional or diagnostic test, should be advised to stay away from their education or childcare setting for the minimum period recommended, if required, and until well enough. Please view the [exclusion table](#) for further details – here you can find a PDF version that can be printed, but please ensure you are using the most updated version by checking the website periodically.

### **When to contact Public Health Services - Health Protection Team**

Please contact us on 01481 220000 or email [publichealth@gov.gg](mailto:publichealth@gov.gg) if you experience any of the situation below or if would like to discuss any Health Protection issues.

- A higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection.
- Evidence of severe disease due to respiratory infection, for example, if a pupil, student, child or staff member is admitted to hospital.
- More than one infection circulating in the same group of students and staff for example chickenpox and scarlet fever.
- A cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group, including special educational needs schools.

### **Key messages**

Follow the following recommendations to ensure you are following recommended guidance and protecting the children under your care and your staff.

- Stay at home if you have symptoms of an infection e.g., gastroenteritis (diarrhoea and vomiting) or influenza (flu) like illness and not return to work/school until 48 hours have passed since last fever and diarrhoea and/or vomiting episode.
- Hand hygiene is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and/or vomiting and respiratory infections.

- Coughs and sneezes spread diseases. Covering the nose and mouth with a tissue when sneezing and coughing can reduce the spread of infections. Throw the tissue away swiftly and clean your hands. ‘Catch it, bin it, kill it’
- Keeping education and childcare settings clean, including toys and equipment, reduces the risk of transmission. Effective cleaning and disinfection are critical in any education or childcare setting, particularly when food preparation is taking place.
- Personal Protective Equipment (PPE) can protect staff and students from contamination with blood or bodily fluids, which may contain germs that spread disease.
- Letting fresh air into indoor spaces can help dilute air that contains viral particles and reduce the spread of COVID-19 and other respiratory infections.
- Blood and bodily fluids can contain germs that cause infection. It is not always evident whether a child, young person or staff member has an infection, and so precautions should always be taken.
- Keep up to date with vaccinations to reduce the likelihood of infection and severe illness.
- Report outbreaks promptly to Public Health Services - Health Protection Team.

## Infection prevention and control in educational settings

Educational settings are common sites for the spread of infection as children are particularly susceptible. Not all microbes are bad, but there are a few that can cause infectious disease resulting in absenteeism from educational settings and may also cause outbreaks within the setting. Outbreaks and cases of infectious disease represent a burden not only to the unwell child, but to the education setting, parents/caregivers, and the community through days lost in education, parents/caregivers taking time off work and the potential for spread of infection into the wider community. By following the everyday principles of infection prevention below, you will be helping to minimise the impact of sickness with your setting:

- Promptly exclude<sup>a</sup> the unwell child or member of staff as per current recommendations
- Check that effective hand hygiene is being carried out routinely
- Check that effective cleaning/environmental hygiene measures are in place, including safe management of blood and bodily fluids
- Ensure occupied spaces are well ventilated and let fresh air in. Use a CO2 to check that you have adequate ventilation
- Facilitate awareness of vaccinations as per [Childhood Vaccinations - States of Guernsey \(gov.gg\)](https://www.gov.uk/government/publications/childhood-vaccinations-states-of-guernsey)

Find more information on infection prevention in educational settings at [Preventing and controlling infections - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/preventing-and-controlling-infections)

**a** The term ‘exclude’ is used in this guidance to define the amount of time an individual should be advised to not attend a setting to reduce transmission while they are infectious. This is different from ‘exclude’ as used in an educational sense.

## How are infections spread in educational settings?

Microbes such as bacteria, viruses and fungi are everywhere and commonly do not cause infection and can even be beneficial. However, some do cause infection resulting in symptoms such as fever and sickness, especially in vulnerable people, such as young children, elderly, people with certain chronic diseases, immunosuppressed and pregnant women.

Infections are spread in many different ways, but the most common routes are through:

- **Respiratory spread:** Contact with cough or other secretions from an infected person. This can happen by being near the infected person when they cough and then you breathe in the organism; or by picking up the organism from an infected item, for example a used tissue or on an object, and then touching your nose or mouth. Airborne infections can spread without necessarily having close contact with another person via small respiratory particles. Flu and COVID are spread this way.
- **Direct contact spread:** By direct contact with the infecting organism, for example contact with skin during contact sports such as rugby and in gyms. Impetigo or staphylococcal infections are spread this way. Infections can also be spread via fomites (inanimate objects that can carry and spread disease and infectious agents) such as frequently touched surfaces (door handles, tables, shared equipment).
- **Gastrointestinal spread:** Resulting from contact with contaminated food or water (e.g. hepatitis A), contact with infected faeces or unwashed hands after using the toilet (e.g. norovirus).
- **Blood borne virus spread:** By contact with infected blood or body fluids, for example while attending to a bleeding person (hepatitis B). Human mouths are inhabited by a wide variety of organisms, some of which can be transmitted by bites. Human bites resulting in puncture or breaking of the skin are potential sources of exposure to blood borne infections therefore it is essential that they are managed promptly.

Find out more about the spread of infections at [What infections are how they are transmitted and those at higher risk of infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/what-is-a-zoo)

Where a case of infection is known, measures aim to reduce or eliminate the risk of spread through information and prompt exclusion of a case. Further information about the time period an individual should not attend a setting to reduce the risk of transmission during the

[Managing outbreaks and incidents – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/what-is-a-zoo)

[Managing specific infectious diseases: A to Z – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/what-is-a-zoo)

[Diarrhoea and vomiting outbreak: action checklist \(khub.net\)](https://www.khub.net/2017/01/10/diarrhoea-and-vomiting-outbreak-action-checklist/)

## Hand hygiene

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and/or vomiting and respiratory infections. Ensure that staff and children and young people have access to liquid soap, warm water and paper towels. Bar soap and fabric towels should not be used. If using electronic hand dryers instead of paper towels, then ensure that they are in good clean working order. Drying hands is an essential part

of hand hygiene. It is a good idea to keep a stock of paper towels in case the electric hand dryers breakdown.

All staff , children and young people should be advised to wash their hands:

- After using the toilet
- Before eating or handling food
- After playtime
- After touching animals

All cuts and abrasions should be covered with a waterproof dressing.

Hand sanitisers can be used if appropriate hand washing facilities are not available but should not replace washing hands particularly if hands are visibly soiled or where there are cases of gastroenteritis (diarrhoea and vomiting) in the setting. Please note that most hand sanitisers are not effective against norovirus. Check the manufacturer's instructions for further advice about the product.

Hand Hygiene Posters to download and print out:

[New\\_HandRub\\_Poster \(who.int\)](#)

[New\\_HandWash\\_Poster \(who.int\)](#)

## **Respiratory hygiene**

Coughs and sneezes spread diseases. Covering the nose and mouth during sneezing and coughing can reduce the spread of infections. Spitting should be discouraged.

Anyone with signs and symptoms of a respiratory infection, regardless of the cause, should follow respiratory hygiene and cough etiquette, specifically:

- Cover nose and mouth with a tissue when coughing and sneezing, and dispose of used tissues and perform hand hygiene
- Cough or sneeze into the inner elbow (upper sleeve) if no tissues are available, rather than into the hand
- Keep contaminated hands away from the mucous membranes of the eyes and nose
- Carry out hand hygiene after contact with respiratory secretions and contaminated objects and materials

Posters to prevent spread of infection:

[catch-bin-kill.pdf \(infectionpreventioncontrol.co.uk\)](#)

[Coughs and sneezes spread diseases \(infectionpreventioncontrol.co.uk\)](#)

## **Safe management of the environment**

Keeping the setting clean, including toys and equipment, reduces the risk of infection. It is especially important to clean surfaces that people touch a lot. Cleaning with detergent and water is adequate for day-to-day cleaning as it removes the majority of microbes that can cause

infection. In the event of an outbreak of infection at your setting, the Health Protection Team may recommend enhanced or more frequent cleaning, to help reduce transmission.

It is important that cleaning schedules clearly describe the activities required, the frequency of cleaning and who will carry them out. Cleaning standards should be monitored regularly by the setting. All staff with cleaning responsibilities should be appropriately trained and have access to the appropriate personal protective equipment (PPE), such as gloves, aprons, and fluid resistant surgical masks. There should be a designated area if there is a need for laundry facilities.

Any spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned immediately, wearing appropriate PPE.

Under the waste management duty of care, educational settings must ensure that all waste produce is dealt with appropriately.

Find out more about managing the environment safely, including management of laundry and linen, at [Preventing and controlling infections - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/preventing-and-controlling-infections)

## Ventilation

Ventilation is the process of introducing fresh air into indoor spaces while removing stale air. Letting fresh air into indoor spaces can help remove air that contains virus particles and prevent the spread of respiratory infections such as flu and COVID. Good ventilation has also been linked to health benefits such as better sleep and concentration, and fewer sick days off from work or school. Use a CO2 monitor to check that there is adequate ventilation.

Find out more at:

[Ventilation in the workplace \(hse.gov.uk\)](https://www.hse.gov.uk/ventilation/)

[CoSchools - tools for healthy schools](https://www.gov.uk/guidance/co-schools-tools-for-healthy-schools)

[BB 101: Ventilation, thermal comfort and indoor air quality 2018 – GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/bb-101-ventilation-thermal-comfort-and-indoor-air-quality-2018)

## Infection Prevention and Control self-assessment checklist

This checklist is designed to support educational settings with meeting the required standards to protect all its people from infectious diseases within that setting. All education settings are encouraged to complete at the beginning of term and repeat on a regular basis to help ensure that all measures remain in place. The checklist can also be used to inform the educational settings whole site risk assessment. It supports compliance and adherence with the infection prevention and control measures that are required to meet those standards.

Self-assessment checklist for infection prevention and control [IPC self-assessment checklist 10.2023](https://www.gov.uk/guidance/IPC-self-assessment-checklist-10-2023)

## Teaching resources

[Home \(e-bug.eu\)](http://e-bug.eu) e-Bug provides free resources for educators, community leaders, parents, and caregivers to educate children and young people and ensure they can play their role in preventing infection outbreaks and using antimicrobials appropriately.

[Join Us On A Germ's Journey | A Germ's Journey \(germsjourney.com\)](http://germsjourney.com) A Germ's Journey (germsjourney.com) explore a germ's journey and the importance of handwashing, through games, activities and informational tools.

## Vaccinations

Immunisation is a key intervention to help give children the best start in life. Babies up to 12 months old receive their vaccinations at their Primary Care practice, and children aged 3 years and 4 months old (or soon after this age) receive their pre-school boosters at Lukis House. The School Nursing Team contact primary and secondary schools directly to arrange clinics for eligible children. The team also send information around the vaccine programmes to parents and carers to support decision making. Vaccinations are planned and timed to be given to children when they are at greatest risk of infection and most likely to experience the severe consequences of the disease. Further information about how you can support immunisation in schools with the school aged immunisation team, as well as the full immunisation schedule for children if required can be found in the [Health protection in children and young people settings, including education guidance](#).

### Flu and Covid-19

The latest guidance around eligibility for first, second and booster doses of Covid-19 vaccine are available on [COVID-19 Vaccination Programme - States of Guernsey \(gov.gg\)](https://www.gov.gg/covid-19/vaccination-programme)

### HPV

The HPV vaccine helps protect against cancers caused by HPV, including cervical cancer, some mouth and throat cancers and some cancers of the anal and genital areas. It also helps protect against genital warts. In Guernsey and following national recommendations, girls and boys aged 12 to 13 years are routinely offered the HPV vaccination when they're in school Year 8. The School Nursing team will contact schools to arrange dates for vaccinations and provide required information to be shared with parents and students.

### School Year 9 vaccinations for tetanus, diphtheria, polio and meningococcal A, C, W and Y

The teenage booster, also known as the 3-in-1 or the Td/IPV vaccine, is given to boost protection against 3 separate diseases: tetanus, diphtheria and polio. The MenACWY vaccine is also given at the same time. Both vaccines are routinely given at secondary school during school year 9. Again, the School Nursing team will contact schools to arrange dates for vaccinations and provide required information to be shared with parents and students.



Further information about these and other vaccines can be found at:

[Vaccinations - NHS \(www.nhs.uk\)](http://www.nhs.uk)

[Childhood Vaccinations - States of Guernsey \(gov.gg\)](http://gov.gg)

[Immunisation against infectious disease - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **Other useful resources**

### **Flu**

[Flu vaccination: simple text information for adults and children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<https://www.gov.uk/government/publications/flu-vaccination-leaflets-and-posters>

<https://www.gov.uk/government/publications/which-flu-vaccine-should-children-have>

<https://www.gov.uk/government/publications/flu-vaccination-in-schools>

<https://www.gov.uk/government/publications/easy-read-childhood-nasal-flu-leaflet>

### **COVID-19**

[COVID-19 \(Coronavirus\) - States of Guernsey \(gov.gg\)](http://gov.gg)

### **Norovirus**

<https://www.nhs.uk/Conditions/Norovirus/Documents/Norovirus%20PDF.pdf>

<https://www.gov.uk/government/publications/stop-norovirus-spreading-this-winter-leaflet>