

**States of Jersey
Education Department**

Corporate Occupational Health and Safety Policy

Education Department

Departmental Health and Safety Policy and Safety Management System

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Issued by:	Education Department
Author:	Head of Facilities Management
Date:	Adopted by SMT 5 November 2013 Approved by Policy Review Group 8 August 2016. Updated to reflect the Department's new name, amend job titles, responsibilities and composition of the H&S Steering Group.

Section A1

Education Department Occupational Health & Safety Management System (OHSMS) 'Overview'

1 General Requirement

For the Education Department to implement the delegated health and safety function from the Corporate Management Board (CMB) and States Employment Board (SEB), in order to maintain effective control over its Occupational Health and Safety (OHS) risks, and continually improve OHS performance, the Department shall establish and maintain an OHS Management System (OHSMS).

The system shall take account of leading practice guidance as provided by a number of authoritative bodies. Reference to recognised international standards is given where deemed applicable. Reference is given to British Standards Institute (BSI) document OHSAS18002:2007 that provides general guidance on the development and implementation of the main management structures of an effective organisational OHSMS. In addition, the specification OHSAS18004:2008 is referenced which updates and builds on leading practice and guidance published by the UK Health & Safety Executive (HSE) and BSI.

This document sets out the Risk Management Framework (RMF) for the Education Department with regard to the Occupational Health and Safety Management System (OHSMS) and lists further supporting documents.

The Education Department Senior Management Team (SMT) formally endorsed and adopted this policy document on 5th November 2013, as noted in the minutes of the Department's SMT Board of the meeting of that date.

2 Scope of the OHSMS

The scope of the Education Department OHSMS covers all Departmental Staff, students, pupils, and other groups of persons affected by the Departments activities and undertakings. The Scope also covers 'limited' duties and requirements placed upon the Department with regards to Department controlled establishments, premises or buildings.

For the purposes of the Education Department OHSMS, 'employees' (Departmental Staff) are defined as:

- A person who is employed under a contract of employment made with the State's Employment board.
- Any class of persons prescribed by the Chief Minister as a States' employee.
- Other categories of persons who may be deemed employees under the Health and Safety at Work (Jersey) Law 1989, e.g. agency workers and some designated contractors.

Additional details of employees can be obtained from the SoJ Chief Minister's Department - Human Resources section.

Additional details and guidance with regard to duties placed upon the Department and its Senior Executives / Managers with regard to Health and Safety issues related to establishments, premises or buildings can be obtained from the Department and/or SoJ Property Holdings Department (PHD) specifically covering the duties placed upon the PHD as the designated Landlord.

Details of Departmental activities and those Departmental workplaces not identified or included as fixed locations can be obtained from the Department's Senior Management Team members.

3 The OHSMS is intended to

- Eliminate or minimise risk to employees and other parties who may be exposed to OHS risks associated with the Department's activities and undertakings.
- Implement, maintain and continually improve OHSMS related performance.
- Demonstrate conformity with the stated policies of the States of Jersey Corporate Management Board (CMB) and States Employment Board (SEB).
- Demonstrate conformance to other authoritative OHSMS related publications with regard to OHS risk management in the Education sector.
- To enable the Department to make a 'self-determination' and declaration of conformance to States of Jersey Corporate policies or other relevant organisations as deemed appropriate.

4 OHSMS Definitions

The Education Department shall maintain a list of all relevant and significant 'Terms and Conditions' as used in the OHSMS.

Supporting Documents

A2 – Occupational health and Safety Management System Terms and Definitions

5 Education OHS Policy Statement and Organisational Arrangements

The Department shall maintain a Health and Safety Policy 'Statement of Intent' (Sol), supported by a set of Departmental organisational and operational arrangements. The policy and organisational arrangements shall be communicated to all Departmental employees and other interested parties. The 'Statement of Intent' establishes the organisation's overall sense of direction and formal commitment towards good OHS performance, particularly from the Department's Senior Management Team (SMT) It states and demonstrates the SMT's commitment to provide adequate resources to achieve the Department's stated OHS related goals.

The Department's OHS Policy and operational arrangements documents shall be reviewed at least annually, or whenever significant change has taken place.

Supporting Documents

A3 Statement of Intent

A4 Organisational Arrangements

A11 Communication, Participation and Consultation

6 Education Department Corporate OHS Policy, Standards and Guidance Documents

Effective policies, standards and guidance are used to set a clear direction and define standards of compliance for the Department across a wide range of OHS risk areas. The Department shall maintain additional policies, standards and guidance covering all significant OHS related matters relevant to the Education sector.

Supporting Documents

A12 – Documents and Document Control

OHS Manual - Level B – Series of documents covering a range of specific policies, standards and guidance

OHS Departmental manual - Level C – Series Documents covering a range of additional Departmental specific procedures, polices, standards and guidance

This Departmental OHS strategy and policies underpins the overall Departmental Governance policies and the Education Department strategic objectives. There are also specific Departmental objectives and programmes that support and complement the overall Departments risk management strategy, development and action plans. Performance against these action plans shall be measured, reported and reviewed at Departmental and Operational levels.

Supporting Documents

A9 OHS Objectives and Action Plan

7 Hazard identification, Risk Assessment and Identification of Control Measures

Responsibility for the majority of hazard identification, risk assessment, analysis and the determination of control measures with regard to the Department's activities and undertakings rest with the Department and its internal management teams, e.g. Principals, Head Teachers, Centre Managers and Heads of Sections. Departmental management teams and operational managers are required to undertake or verify existing documented hazard identification, risk assessment and the determination of 'suitable and sufficient' control measures with support and guidance by the Department as required. Reference to authoritative standards or guidance shall be made as deemed appropriate.

Certain requirements with regard to Hazard Identification and Risk Assessment (HIRA) requirements and procedures shall remain the responsibility of the Corporate Management Board (CMB) and States Employment Board (SEB). OHS related risk exposures that are common to all of the Islands community, including its workforce shall be identified and assessed at States level and the Education Department shall take guidance from the Executive with regards to risk control strategies.

Supporting Documents

A7 Hazard Identification, Risk Assessment Risk Control

8 OHS Legal and Other Requirements

The Department shall maintain a process that allows for the identification and potential impact of current or revised legal and other statutory obligations. Also the Department shall ensure that legal obligations are taken into account when establishing, implementing and developing the OHSMS, and those requirements are effectively communicated to staff.

Supporting Documents

A8 - Identification and Communication of legal requirements

9 Authority, Accountability and Resources

The State Employment Board (SEB) is ultimately accountable for OHS within the States of Jersey. The SEB has delegated the *'day to day'* responsibility for the effective implementation and operation of the OHSMS to the Chief Education Officer and the Corporate Management Board.

The Education Senior Management Team (SMT) shall appoint a member of SMT to be the "management appointee" responsible for the implementation and maintenance of the Department's OHSMS. The Head of Facilities Management is identified as the "management appointee".

Individual Education Department SMT members shall be responsible for ensuring effective management structures are in place within their respective Departments and principal operational units or entities (Colleges, Schools, Centres, and Sections) for delivering the Education Department's OHS policies.

The Department's SMT shall demonstrate their commitment to OHS matters by ensuring adequate resources for establishing, implementing and maintaining the Departmental OHSMS, defining roles, allocating accountabilities and responsibilities for OHS management.

Supporting Documents

A4 – Organisational Arrangements

A5 – Accountability and Authority

10 Roles and Responsibilities

Roles and responsibilities relating to OHS shall be clearly defined in the Education Department's OHS policy and organisational arrangements. The Chief Education Officer is responsible and accountable for OHS performance within the Department and shall appoint Directors or Senior Line Managers, Principals, Head Teachers, as Departmental "management appointees" with responsibility for the coordination and implementation of the Department's OHSMS within their area of responsibility.

Education staff shall be informed who the respective "management appointees" are within their respective place of employment. All Education staff shall be made aware of their specific responsibilities for OHS.

Supporting Documents

A6 - Roles and Responsibilities

11 Competence Training and Awareness

The SoJ shall provide such training, awareness, policy and guidance as is necessary to maintain top level management competences linked to specific OHS responsibilities.

The SoJ also provides training for all employees in OHS 'core competencies' as required.

The Education Department retains the responsibility for all other aspects of OHS competence, training and awareness. As a consequence, Education shall identify all specific OHS training needs within the Department and shall commission any such training necessary to ensure compliance, '*so far as is reasonably practicable*' with the SoJ and Department OHS Policies to ensure that 'suitable and sufficient' training and awareness is provisioned to enable the Department to demonstrate 'suitable and sufficient' OHS competence, training and awareness.

Supporting Documents

A10 – Competency training and Awareness

12 Communication, Participation and Consultation

The arrangements for OHS communication at SoJ level are outlined in the documented OHSMS procedure for Communication, Participation and Consultation. The Department remains responsible for all other aspects of OHS related communication which must meet the standards outlined in the relevant documented procedures.

Supporting Documents

A11 – Communication, participation and consultation

13 OHS Management System Documentation

The Corporate OHS Managers / Advisors Group maintain a written description of the OHSMS, the details of which are outlined in this document. The document refers to other related OHS documentation, along with documents and records considered necessary for the maintenance, development and operation of the OHSMS and detailed in the OHS Manual. The Department shall ensure that all OHS requirements of the Department are included within the 'scope' and 'description' of the overarching Corporate policy

Supporting Documents

A12 OHS Manual and Records

14 Control of Documentation

A documented procedure is in place to ensure that documents required by Education's OHSMS are appropriately controlled. All such documents contain specific referencing and denote status and date of issue. Documents are reviewed, updated and re-approved, with changes and the current issue status identified. Documents of external origin (determined to be necessary) are also identified and their distribution controlled. Obsolete documents shall be removed and unintended use prevented, with those retained suitably identified.

Supporting Documents

15 Operational Controls

The Department shall identify activities which require controls to manage OHS risks, including the Management of Change (MoC). Where identified the Department shall implement and maintain:

- Operational controls applicable to the Department and its activities.
- Controls related to purchase of any goods, equipment and services.
- Controls related to contractors and visitors to the workplace.

Supporting Documents

A13 Operational Control

A7 Hazard Identification, Risk Assessment Risk Control

Further details will be contained in a range of level B documents e.g., Control of Contractors, Provision and use of work equipment, purchase of goods and services

16 Emergency Arrangements

The SoJ has implemented and maintains strategic and operational policies, procedures and plans for identifying and responding to emergencies. These policies, procedures and plans have been specifically developed within individual Departments including Education to help prevent and mitigate against adverse OHS consequences. Where necessary and 'so far as is reasonably practicable' emergency procedures shall be periodically tested, reviewed and revised.

Supporting Documents

A14 Emergency arrangements

17 Performance Measurements and Monitoring

To ensure effective monitoring, the Department has established a documented procedure linked specifically to OHS performance. Where necessary the documented procedure will outline the qualitative and quantitative information required for effective measurement, monitoring and reporting of OHS performance within Education.

The Department shall monitor conformance with improvement programmes, work related ill health / incidents and shall ensure that the information obtained is properly recorded to enable corrective and preventive action to be taken.

Supporting Documents

A15 Performance Measurement

A16 Incident reporting and investigation

Appendix A2 Performance Measurement

18 Incident Reporting and Investigation

To ensure accidents and incidents are properly investigated the SoJ and Education shall maintain procedures to record, investigate and analyse accidents and incidents in order to:

- Determine any underlying OHS deficiencies and other factors that may cause or contribute to accidents or incidents.
- Identify the need for corrective action.
- Identify opportunities for preventive action.
- Identify opportunities for continual improvement.
- Communicate the results of investigations (subject to circumstances).
- Ensure compliance with legal and other requirements.

Supporting Documents

A16 Incident reporting and investigation

Appendix A4 Incident Classifications

19 Audits and Compliance Management

The Department has developed mechanisms to periodically audit the full scope of the Departmental OHSMS and where necessary its component parts. The audits are undertaken in line with a schedule designed to reflect Departmental risk profile, outcomes of risk assessments and results of previous audits.

Audits undertaken will be used to identify whether or not Education's OHSMS is being implemented and maintained and if the arrangements in place conform to the Departmental and Corporate SoJ policy requirements.

A documented procedure for OHSMS auditing details the responsibilities for conducting audits, reporting results and retaining any associated records shall be implemented. The procedure also includes details of audit criteria, scope, frequency, competency standards with regards to auditors and the audit techniques to be applied.

Education shall ensure that nominated auditors, both internal and external third party are objective and independent from the areas being audited. Where notable or significant deficiencies are identified, improvements and / or proportionate corrective actions as required will result.

Supporting Documents

A17 Audit and Compliance Management

Appendix A 6 Audit Program

20 Management Review

Education shall have a documented procedure for reviewing the continuing suitability, adequacy and effectiveness of the OHSMS. The procedure outlines the frequency and content. Management reviews may identify non-conformities and improvements and may result in amended objectives and programmes.

Management reviews will include:

- Results of internal audits and evaluations of compliance with applicable legal requirements and other requirements to which the SoJ and the Department subscribes.
- The results of participation and consultation.
- Relevant communication(s) from external interested parties, including complaints.
- The OHS performance of the Department.
- The extent to which Education Department OHS objectives have been met.
- Status of incident investigations, corrective actions and preventive actions.
- Follow-up actions from previous management reviews.
- Changing circumstances, including developments in legal and other requirements to OHS.
- Recommendations for improvement.

The output of the review includes decisions and actions relevant to possible changes to:

- Occupational health and safety performance.
- OHS Policy and objectives.
- Resources.
- Other elements of the OHSMS.

Education shall ensure that relevant outputs from management reviews are made available for communication and consultation, where appropriate.

Supporting Documents

A17 Audit and Compliance Management

A15 Performance Measurement

Appendix A6 Audit Program

Section A2

Terms and Definitions

For the purpose of the OHS policy the following terms and definitions apply

Acceptable Risk – Risk that has been reduced to a level that can be tolerated by the Department , bearing in mind its legal obligations including absolute duties and what would be considered ‘so far as is reasonably practicable’.

Audit – A Structured and Systematic, independent (external to the operational section) and documented process for obtaining “audit evidence” and evaluating performance against the Corporate SoJ and Education policies and standards objectively.

Continual Improvement – Recurring process enhancing the OHS management system to achieve improvement in overall OHS performance consistent with the Department’s OHS policy so far as is reasonable.

Corrective Action – Action to eliminate the cause of a detected nonconformity with policy or procedure or other undesirable situation.

Competency – Having the appropriate qualification (training), experience, and knowledge to manage or carry out a task proficiently and/or safely.

Culture – The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to, the style and proficiency of, an organisation’s health and safety management. Organisations with a positive safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventative measures (Organising for Safety – HSE Books).

Department – The Education Department (the ‘Department’ or ‘Education’).

Head of Facilities Management– Safety practitioner qualified to an appropriate level for the extent and complexity of a department's risk profile. Responsible for providing competent advice and supporting the Management appointee (Ref A6 Roles & Responsibilities).

Employee – As defined by the “Employment of States of Jersey Employees (Jersey) Law 2005.

First Line Manager – Head of School Department, Supervisor, team leader or any other term describing the first level of supervision.

Hazard – Source, situation, or act with a potential for causing human injury or ill health, asset damage or a combination of these.

Hazard Identification – Process of recognising that a hazard exists and defining its characteristics.

Work Related Ill Health – Identifiable, adverse physical or mental condition arising from and / or made worse by a work activity and/or work related situation.

Incident – Work related event(s) in which an injury or ill health (regardless of severity) occurred, or could have occurred.

Note – An accident is an incident giving rise to injury or ill health. An incident is where no injury or ill health has occurred and can be termed a “near miss”.

Interested Party – Person or group knowingly concerned with or unknowingly affected by the OHS performance of the Department.

Management Appointee – A nominated member of Education's SMT or a departmental appointed senior manager (Head Teacher) with responsibility for the implementation and operation of the OHSMS either at Departmental level (Director) or within a College, School, Centre or internal department, supporting the Chief Education Officer who has ultimate accountability for OHS performance within the Department.

Non-conformity – Non fulfilment of a policy requirement.

Occupational Health and Safety (OHS) – Conditions or factors that affect, or could affect the health and safety of employees or other workers (including temporary workers and other contractor personnel) visitors, or any other person in the workplace.

Occupational Health & Safety Coordination Group (OHSCG) – Corporate group chaired by the CMB management appointee for OHS.

OHS Management System (OHSMS) – Part of the overall SoJ's Corporate Risk Management System and that of the Education Department used to develop and implement its OHS policy and to manage its OHS risks.

OHS Objective – OHS goal set by Department for the organisation to achieve. Goals should be quantified whenever possible) and consistent with OHS policy.

OHS Policy – Overall intentions and direction of the Department for its OHS performance as formally expressed by the SMT.

Preventative Action – Action to eliminate the cause of a potential nonconformity with a policy, procedure or other undesirable situation.

Procedure – Specified way to carry out an activity or process.

Record(s) – Document stating results achieved or providing evidence of activities performed.

Risk – Combination of the likelihood of an occurrence, hazardous event or exposure and the severity of injury and ill health the event could cause.

Risk Assessment – Process of evaluating the risks arising from hazards(s) taking into account the adequacy of any existing controls and deciding whether or not the risk is acceptable. In addition further definition is given as:

Risk assessment is a “structured and systematic procedure, which is dependent upon the correct identification of hazards and an appropriate estimation of the risks arising from them, with a view to making comparisons for the purposes of their control or avoidance”. Analysing hazard’s to ascertain the likelihood or probability of them causing harm. Source; HSE UK.

States of Jersey (SoJ) – In this document the term SoJ is used to describe the organisational body and structure of departments and corporate governance systems in place to manage the activities defined in the scope of the policy.

Workplace – Any physical location in which work related activities are performed under the control of the SoJ.

Section A3

Occupational Health and Safety Policy – Statement of Intent

The Education Department (The “Department”) through the Chief Education Officer and the executive Senior Management Team (SMT) recognises its responsibilities under the Health and Safety at Work (Jersey) Law 1989, and all relevant supporting legislation. It acknowledges the management of Occupational Health & Safety Risk as an integral part of both the States of Jersey Executive (States of Jersey Employment Board (SEB)) and specifically the Education Department’s business performance.

The Chief Education Officer and the Education Department’s Senior Management Team (SMT) are committed to:

- Ensuring high standards of health safety and the prevention of work related injury or illness for all the Department’s employees.
- Ensuring high standards of health & safety for people other than employees who may be affected by the Department’s work activities and undertakings.
- Complying with all relevant legal requirements placed on the Department and any other occupational health and safety standards to which the States of Jersey Employment Board (SEB)) and the Department subscribes.
- Setting achievable and quantifiable objectives for occupational health & safety Performance
- Achieving continual, cost effective improvement of the occupational health and safety management system through performance measurement and review.
- Providing ‘suitable’ and ‘sufficient’ resources to implement health & safety policy commitments.
- Ensuring employee involvement and consultation to obtain commitment to policy Implementation.
- Ensuring employees are ‘suitably’ and ‘sufficiently’ trained and competent to carry out their duties as required by the Department’s health & safety policy.
- Investigating and taking appropriate actions where non conformities are identified or incidents occur.

Chief Education Officer

Education Department

Date: January 2016

Section A4

Overall Authority and Accountability for OHS

The application of the Health and Safety at Work (Jersey) Law, 1989 to the States Employment Board

Part 2 of the Health and Safety at Work (Jersey) Law, 1989, sets out general duties in respect of working activities. Article 3 sets out an employer's duty to their employees and Article 5(1) the employers' duty to other persons.

The Employment of States of Jersey Employees (Jersey) Law, 2005, identifies the State's Employment Board (SEB) as the employer of States employees, with Article 8(1)(c) of the Law specifically providing for the State's Employment Board to ensure the health, safety and well-being of States Employees.

The State's Employment Board, therefore, has the legal identity of an employer for the purposes of the Health and Safety at Work (Jersey) Law, 1989.

Delegation of the function of H&S Management by the States Employment Board

Article 10 of the Employment of States of Jersey Employees (Jersey) Law, 2005, allows the States Employment Board to delegate its functions under the Law. In respect of Article 8(1) (c), this was carried out, by an Act of the Board, on the 13th January 2006. The minute of the meeting shows that the States Employment Board delegated its function under Article 8(1) (c) to the Chief Executive Officer. The CEO, in turn, delegated the function to 'the member of the Corporate Management Board with responsibility for a particular department or the relevant head of administration of the States, in the case of a non-executive department'.

The scope of the delegation is also set out in the Act of the Board and states that 'Any action taken by the member of the Corporate Management Board or the head of administration of a non-executive department must fall within the scope of any policies, guidelines and procedures that are in force at that time.'

The Board also decided to delegate the functions placed on an employer under Article 5(1) of the Health and Safety at Work (Jersey) Law, 1989 to individual members of the Corporate Management Board with responsibility for a particular department, or the relevant head of administration of the States in the case of a non-executive department. This Act of the Board was reported to the States by the presentation of R.92.2008 on the 28th August 2008.

Members of the Corporate Management Board and heads of administration are, therefore, accountable for carrying out the function of an employer, on behalf of the State's Employment Board, in respect of their own Department.

Section A5

OHS Organisational Arrangements – Management Structure

Overview

The States Employment Board has delegated the executive function and authority for OHS management to the Chief Executive Officer of the SoJ and the Corporate Management Board. In turn each member of the CMB, Chief Officer or Head of Administration for non-executive departments will be accountable for implementation of the corporate policy (Ref Doc A5 Accountabilities and Authority and A6 – Roles & Responsibilities)

Within each department there will be appointed a member of the senior management team as “management appointee” with responsibility for the implementation of the corporate OHSMS requirements and the delegation of policy implementation within their management framework

Each department will have a source of in-house competent support for OHS matters. Their role will be to provide advice and guidance to senior management and other line management appointees within the department.

SoJ Director of Human Resources, Corporate Safety Manager, and Occupational Health and Safety Coordination Group

The Corporate Management Appointee with responsibility for overseeing the OHSMS will be the appointed by the Chief Executive Officer. They will chair the Health and Safety Coordination group (OHSCG). The role of this group will be to act as a senior level forum overseeing the corporate OHSMS strategy, reviewing corporate policy, procedures and standards, and making recommendations for the CMB to approve for implementation.

The Corporate OHS manager will report to the CMB Appointee and chair the OHS Practitioners Group and sit on the OHSCG as an advisor.

OHS Coordination Group (OHSCG) – Terms of Reference

Reports to the Corporate Management Board and chaired by the CMB appointee. The group will comprise of the management appointee from each department.

Group members will have sufficient authority to review updates or proposed changes to the OHSMS on behalf of their own department and consider the impact of those changes, and following ratification by CMB, the group members will have sufficient authority to initiate the implementation of policies and standards within their department

The role of the group will be to:

- Set the SoJ OHS strategy, promote, and monitor the development and implementation of OHS across the SoJ.
- Promote and monitor the development and implementation of Corporate OHSMS across the SoJ.
- Review proposed changes in the Corporate OHSMS structure or arrangements.
- Review proposed Corporate OHS policies, standards or guidance.
- Review and approve corporate policies and standards and guidance and submit Section A policy documents to CMB for ratification and implementation and where appropriate section B documents.
- Review performance reports and make recommendations for Corporate strategy, objectives, programs and initiatives.

Corporate OHS Manager

- Manage and chair the OHS Practitioners group and sit on the OHSCG as an advisor.
- Advice on the nature and content of corporate OHS policies, initiatives and strategies to support the SoJ objectives and meet legal requirements.
- Develop and maintain the corporate OHSMS in line with organisational and regulatory changes.
- Liaise with departments to ensure the consistent application of corporate policy, initiatives, and strategy and facilitate best practice.
- Report on corporate OHS performance.
- Provide advice and support to departmental safety advisors and management.
- Develop and maintain a corporate audit program.

Corporate Health and Safety Practitioners Group

Reporting to the Corporate Safety Manager Management Appointee and chaired by the Corporate Safety Manager, the Safety Practitioners Group will provide professional support to the Corporate Management Appointee and the safety management system.

Corporate Health and Safety Practitioners Group – Terms of Reference

Reporting to the Corporate Management Appointee.

Their overall responsibilities are:

- In partnership with the OHSCG, develop, support and update the Corporate OHS management system within the SoJ.
- In partnership with the OHSCG, develop, support and update OHS policies and standards applicable to the activities of the SoJ.
- Provide authoritative and independent advice.
- Work closely with departmental heads to assist them developing safety strategies, programs and initiatives within their respective departments.
- Promoting an effective Corporate OH&S culture.
- Monitor and report on the implementation of policies and standards.
- Audit the performance of the OHSMS at a Corporate and Departmental level.
- Reviewing Corporate and Departmental performance information and determining realistic short and long term objectives for inclusion in the Corporate and departmental business plans.
- Report to OHSCG / CMB on Corporate and departmental performance.
- Monitor new health and safety risks and trends in OHS legislation and develop programs in response.
- Share experiences and learning outcomes from incidents and other OHS issues.
- Where appropriate carry out and /or lead incident investigations.

Departmental Health and Safety Advice and Support

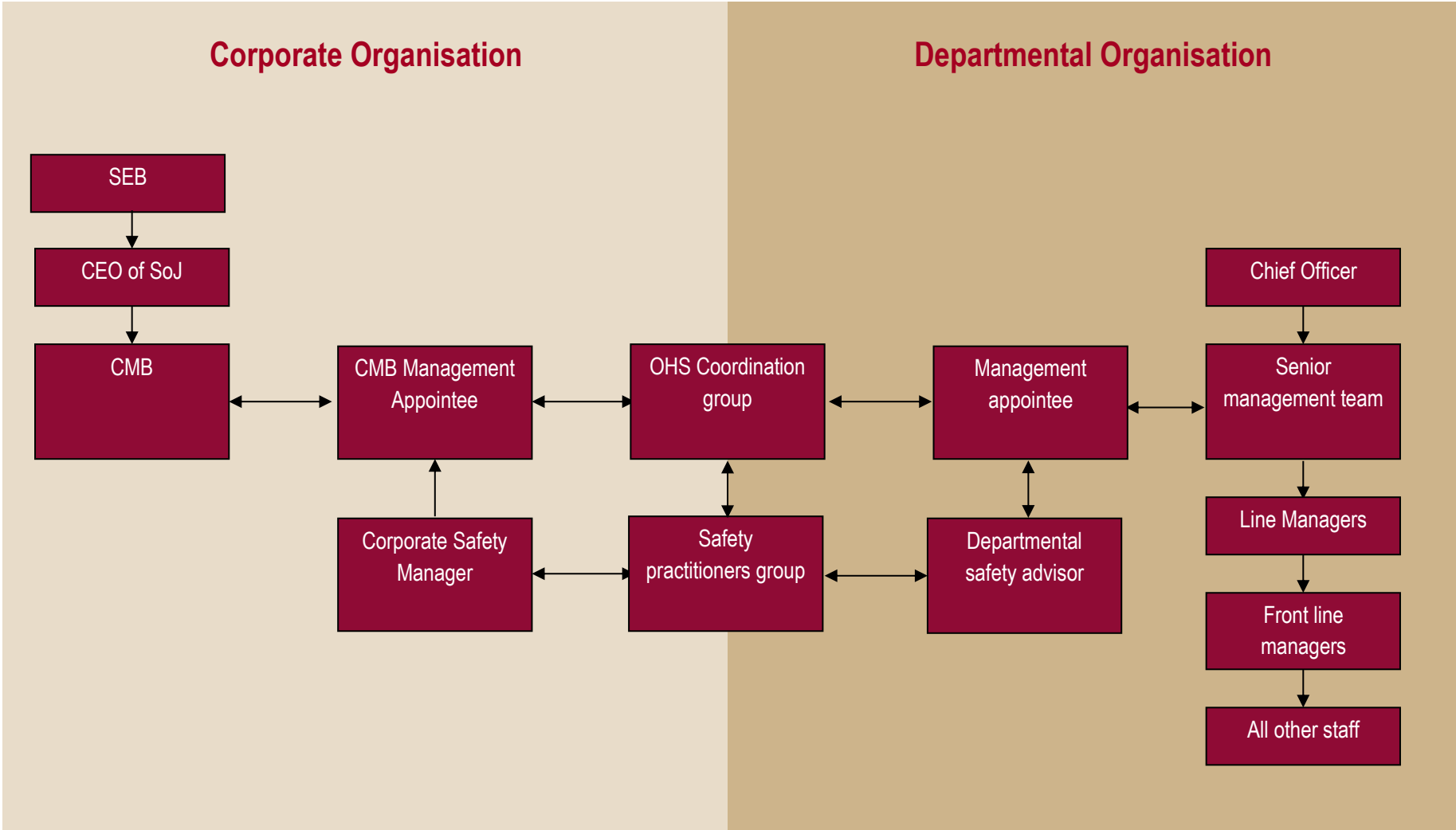
The departmental management appointee (Education's Head of Facilities Management); the Director of Resources and School Support; the Administration Manager; the Learning and Development Manager and the Department's independent Health and Safety Consultant, form the Departmental Health and Safety Steering Group and provide advice and support in relation to OHS issues.

Further information on the roles and responsibilities of the Chief Education Officer, the Head of Facilities Management, the Health and Safety Steering Group and Head teachers is given in Appendix A6. Their overall responsibility is to enable and support effective OHS and OHS management within the Department. Reporting

directly to the 'management appointee' (Head of Facilities Management) they will advise and support the development and implementation of the Education Department's OHSMS and local arrangements for compliance.

They will be expected to:

- Develop and support the implementation of the Education OHSMS strategy and management system within the Department.
- Provide authoritative and independent advice to management and employees or their representatives.
- Formulate and develop Education OHS policies and arrangements for existing activities and new acquisitions or processes while ensuring compliance with SoJ corporate policies and standards.
- Promote and develop OHS culture within the Department.
- Advise on the setting of realistic short & long term objectives, deciding on priorities and setting performance standards with Senior Departmental managers.
- Monitor and report on the 'day to day' implementation of policies.
- Advise Senior Managers to cease any work activity where there is imminent or serious danger to employees or others.
- Carry out or lead accident and incident investigations.
- Carry or facilitate audits and review the performance of the H&S management system.
- Liaise with the Corporate Health and Safety Practitioners Group.
- Monitor new health and safety risks and trends in OHS legislation and specific to the department and develop programs in response.
- Liaise with other interested parties.



OHS Organisational Chart

Section A6

Roles and Responsibilities

States Employment Board

- Act as the employer in relation to the Health & Safety at Work (Jersey) Law 1989 (HSWL).
- Review the performance of the OHS management system across the SoJ.
- Hold to account the Chief Executive Officer for the performance and results of the OHS management system.

Chief Executive Officer

Reporting to the Corporate Management Board, the CEO will:

- Provide leadership, direction, and actively seek to influence the OHS culture of the SoJ.
- Approve and support OHS standards and policies that support the development and continual improvement of the OHS management system.
- Ensure OHS becomes an integral part of the SoJ's business processes.
- Determine and make available, in a timely and efficient manner, the resources necessary to prevent injuries and ill health in the workplace through the implementation of policies and procedures.
- Identify roles and responsibilities of those managing OHS and ensure staff are aware of their responsibilities and accountabilities.
- Ensure those members of the organisation with OHS management responsibilities have the necessary skills and authority to fulfil their roles.
- Ensure there is clarity of responsibility where different teams fulfil different functions within the organisation.
- Nominate the corporate management board appointee with responsibility for the OHS management system and for reporting on performance.
- Ensure the SoJ has a source of competent advice and support for OHS matters.

Corporate Management Board – Management Appointee with responsibility for OHS

Report to the Chief Executive Officer.

Chair the OHS Coordination group and act as the corporate management appointee with responsibility for:

- Ensuring the OHSMS is established, implemented, maintained and continually improved.
- Ensuring that performance reports on the OHSMS are presented to CMB and SEB for review.
- Ensuring that performance reports are used as a basis for setting objectives aimed at continual improvement of the OHSMS.

CMB Members including Chief Officers and Heads of Administration

Report to the Chief Executive Officer.

Chief Officers (Chief Education Officer) and Heads of Administration in non-executive departments are responsible and accountable for the overall execution of the Corporate OHS safety management system, policies and standards within their Department. They are required to:

- Demonstrate visible support and active leadership for the implementation and continual development of the OHSMS.
- Ensure OHS becomes an integral part of the department's business processes.
- Determine and make available, in a timely and efficient manner, the resources to prevent injuries and ill health in the workplace through the implementation of policies and procedures.
- Identify roles and responsibilities of those who manage OHS and ensure staff are aware of their responsibilities and what they are accountable for. Where appropriate, incorporate this into individual job descriptions.
- Ensure all members of the Education Department with OHS management responsibilities have the necessary competence and authority to fulfil their roles.
- Ensure responsibilities are clear where tasks fall between different teams within the department.
- Appoint a member(S) of the senior management team as the departmental management appointee with responsibility for implementation and development the OHS management system and for reporting on performance.
- Ensure the department has a source of competent advice on OHS matters.

Departmental Management Appointee – One member(s) of the Senior Management Team (SMT) (ED Head of Facilities Management) will have responsibility and accountability for overseeing the implementation and development of the OHS management system, reviewing performance and setting objectives for continual improvement. Reports to the Chief Education Officer or the Head of Administration in Non-Exec Departments.

All Directors and senior managers (e.g. Principals, Head Teachers, Centre Managers, Heads of Sections) are responsible and accountable for the implementation of the Corporate (Education Department)

OHSMS and any local departmental OHS arrangements relevant to their area of responsibility. They will be expected to:

- Demonstrate visible support and active leadership for OHS within the Department and their areas of responsibility.
- Review and implement the Corporate OHSMS system requirements, policies, and standards within their areas of responsibility in an appropriate, timely, and effective manner
- Provide adequate resources in terms of competency, time, and finance for the implementation of these policies.
- Integrate the OHSMS into the departmental business planning processes and ensure business decisions reflect the OHS intentions set out in the policies.
- Monitor and review performance in their areas of control.
- Recognise the importance of employee involvement in OH&S issues and ensure the effective communication of policies and standards within the Department.

Line Managers

Report to their senior manager.

Line managers are responsible and accountable for the practical management and implementation of the departmental OHSMS, policies, standards and guidance within their areas of responsibility and, so far as is reasonably practicable, they will be required to:

- Ensure all 'significant' routine and non-routine work activities have been 'suitably and sufficiently' risk assessed and proportionate operational risk controls developed and implemented.
- Communicate to staff what their OHS responsibilities are and what is expected of them.
- Involve employees and safety representatives in the risk assessment and development process.
- Consult with staff to enable them to effectively discharge their responsibilities.
- Ensure adequate levels of supervision.
- Assess the competency levels required for posts and ensure the selection and appointment of competent employees.
- Maintain competence amongst employees.
- Identify occupational health risks and ensure appropriate health surveillance is provided in response to risk assessments.
- Co-ordinate work activities with others in shared places of work (contractors or other departments).
- Obtain specialist advice when required, from within or outside the Department subject to guidance from the Departmental Head of Facilities Management.
- Resolve conflicts between OHS issues and operations, and if necessary escalate to a higher level.
- Review OHS performance and set objectives to ensure continual improvement in line with the Department's policy.
- Monitor and evaluate the effectiveness of and compliance with procedures.

- Ensure the investigation and review of all reported incidents in their area of responsibility.

First Line Managers

Report to their senior manager.

First line managers, supported by their line managers, are responsible and accountable for the supervision and compliance with policy and procedures in the workplace. They will be required to:

- Help the line manager to ensure all routine and non-routine work activities have been risk assessed and help develop procedures.
- Ensure employees under their control are aware of the operational risk controls, and that work is carried out according to the procedure.
- Stop any unsafe practices by employees they have responsibility for.
- Raise any safety issues with their line manager.
- Report any accidents or near misses through the appropriate routes and assist with any incident or accident reviews.

All Employees

All employees have a responsibility for OH&S, not just those with specified OHS duties. Under the Health & Safety at Work (Law) (Jersey) 1989 all employees have a duty to:

- Take care of themselves and others who may be affected by their acts or omissions at work.
- Always co-operate with their employer to enable them to comply with any duties placed on them under any relevant statutory provisions.
- Never interfere with any safety equipment or device, or anything provided for safety and health at work.

In addition SoJ Employees will:

- Always use whatever device or safety equipment is provided for them at work, properly and safely as instructed.
- Always use, look after, and wear the personal protective equipment provided.
- Always report any hazards or unsafe acts they notice (including accidents and near misses).

- Always work in accordance with the relevant policies, procedures, guidance or other instructions.
- At all times observe OHS policies and procedures and promote good OHS awareness in the workplace.

Communication of Roles and Responsibilities to staff

Education Department employees will be informed of the OHS management structure and their general roles and responsibilities at induction (Departmental / College / School / Centre / Department). These will be provided in written form and signed as read and **understood** by the employee.

Further job or task specific operational roles and responsibilities will be communicated in written form. For example these may include:

- OHS management system processes.
- Operational procedures and risk assessments.
- Project or task briefs.
- Job descriptions.
- Induction or training.

Education Department Roles and Responsibilities: further information

Appendix A6 gives further details of the responsibilities for health and safety that are held by key Education Department personnel.

Section A7

Hazard Identification, Risk Assessment and Risk Controls

The Departmental SMT will support and resource a procedure for on-going hazard identification, risk assessment and the determination of the necessary risk controls. The overall aim is for the Department to recognise and understand the **'significant'** hazards that may arise in the course of its activities and ensure that significant risks to people from these hazards are assessed, prioritised and controlled to a level acceptable to the Department and compliant with any legal requirements.

The results of the risk assessments will enable the Department to review risk reduction options and prioritise resources for effective risk management.

Key Responsibilities

Education Department SMT members

Approve and support effective hazard identification and risk assessment system within the Department.

Departments Management Appointee (Head of Facilities Management)

Ensure that risk assessment systems comply with the general requirements and a program of hazard identification and risk assessment is used within the Department and in accordance with the OHS policy.

Line Management (e.g. Principals, Head Teachers, Centre Managers, Heads of Sections)

Implementation and management of the hazard identification and risk assessment system.

First Line Managers

Assist their line managers in the risk assessment process and notify line managers of any changes in operations or conditions that may require an updated assessment.

Education Department OHS Managers / Advisors

To develop the use of Hazard Identification and Risk Assessment (HIRA) across the Department, monitor and audit the effectiveness of HIRA process, monitor training and whether staff are competent to undertake or participate in the HIRA process. Approve any risk assessment systems used in the Department or help develop systems as required. Undertake complex assessments using techniques such as HAZOP, Process Risk Mapping (PRM), 'Area' Mapping and Fault Tree Analysis (FTA) as required. .

All Employees

Using their experience contribute to the HIRA process. Comply with the risk controls identified in any assessments and highlight any problems or changes to line management or supervisors.

Risk Assessment System General Specifications

Scope of Hazard Identification and Risk Assessment (HIRA)

Hazard identification and risk assessment will take account of or consider the following,

- Routine and non-routine activities.
- The 'significant' risks associated with Education activities on staff, student, pupils, visitors and other persons (e.g. general public and contractors) having access to the workplace, and the risks presented by them to the Department's employees.
- Hazards originating outside the workplace, i.e. equipment purchasing, design specifications, recruitment etc.
- Hazards created in the vicinity of the workplace by work related activities under the control of Education.
- Infrastructure, equipment and materials at the workplace, whether provided by the Department or others
- Changes or proposed changes to the Department's organisation, its activities, or materials.
- Modifications to the Department's OHS management system, including temporary changes, and their impact on operations, processes and activities
- Applicable legal requirements relating to hazard identification and risk assessment.
- The relevant aspects of the design of work areas, processes, installations, machinery and equipment, operating procedures and work organisation that effects the Department's undertakings.

Procedures for hazard identification and risk assessment

Hazard Identification and Prioritisation

The Education Department shall have a planned on-going process to identify significant hazards through a process of hazard identification and risk assessment. The significant risks and subsequent control measures must be documented and recorded.

Departments should prioritise their hazard identification and assessment to ensure the areas or activities with the most significant or greatest risk have suitable control measures in place.

Hazard Identification and Risk Assessment Methodology

Any risk assessment methodology applied within the Department must reflect the UK HSE “Five steps” approach to risk assessment and any other guidance produced by the Jersey Health and Safety Inspectorate.

Risk assessment methodologies will be reviewed during Departmental internal audits to ensure they are ‘suitable and sufficient’ for the Department’s activities.

The methodology and level of detail in risk assessments should reflect the level and complexity of the hazards.

It will be acceptable to the Department to develop a foundation of generic risk assessments to support task or activity specific risk assessments. And in emergency situations or work situations where hazards are outside the control of the Department, “dynamic risk assessments” can be used by suitably trained and competent managers and staff. Where these are used records must be created following review of the assessment.

Determining Risk Controls

When determining risk controls or considering changes to existing controls, consideration shall be given to the following criteria, from the top, based on practicality and the balance of cost against risk, (“so far as is reasonably practicable”)

- Elimination – Remove the hazard completely.
- Substitution – Change the process, activity or substance.
- Engineering controls – Protect through design.
- Administrative controls – Procedures, information, instruction, signage, warnings etc.
- Personal protective Equipment.

When selecting risk controls, advances in technology should be taken into account. Risk controls must also take into account human factors, attitudes to risk and existing business practice.

Risks controls may not be required, for example, where the risk is so low that risk control measures are already adequate, or where further risk controls are not considered reasonably practicable.

Records

Hazard Identification and Risk Assessment (HIRA) shall be recorded in writing and held in hard copy or electronically. Assessments may be recorded even if no significant risks were found. The fact that the procedure was carried out should be recorded however a degree of 'proportionality' is required. Risks that are assessed as 'insignificant' or 'trivial' risk are not required to be recorded or documented.

Risk assessment documents must be taken into account when determining OHS objectives or training needs, when developing operational controls or procedures and at management review.

Records must be maintained on the dates risk assessments were communicated to staff.

Competency

Education Department staff carrying out hazard identification and risk assessment must be competent in the methodologies being used and have both knowledge and experience of the activities and hazards being assessed.

The individual compiling the hazard identification and risk assessment and managing the process must have attended an SoJ-approved risk assessment course.

Consultation and Communication

Risk assessment will be participatory and will provide Education management and staff with an opportunity to agree OHS control measures based on shared perceptions of hazards and risks. It will ensure control measures are workable and likely to succeed in preventing harm.

Managers or supervisors creating risk assessments will consult staff who are knowledgeable and competent in the relevant activity when identifying hazards and selecting controls. They must also be aware of their limitations and obtain specialist advice when required.

Risk assessments will be available to all staff and others affected before the work starts.

Review

Risk assessments will be reviewed at least annually, or when the activity has changed. There is no requirement to produce a new assessment if the old one remains valid. However records of the review must be kept, even if the assessment remained valid. Any of the below may trigger a review and all should be considered during the review:

- Whether existing risk controls are adequate or could be updated.
- Responding to any new hazards.
- Responding to changes in the department.
- Input from any performance monitoring activities (inspections/audits etc.), incident investigations etc.
- Changes in legislation or policy.
- Emerging occupational health concerns.
- Changes in workforce profile, new staff contractors etc.
- Internal audit results.

Section A8

Identification and Communication of Legal and Other Requirements

The Education Department shall implement and maintain a procedure for the identification and assessment of current, or emerging, legal and other OHS requirements or guidance. The Department shall ensure that applicable legal and other requirements to which the Department subscribes are taken into account while implementing and maintaining the OHSMS.

Identification and Determination of Legal and other Requirements

To ensure the identification and assessment of legal and other responsibilities applicable to the SoJ and within departments, including the Education Department the process will take place at both corporate and Departmental level. The scope will be as for the scope of the OHS Policy. Any policy or standard will reference the appropriate legal or other requirements on the document (Ref Documentation and Control of Documentation).

Corporate Requirements

The Corporate OHS Manager/Group will advise the Occupational Health and Safety Coordination Group of any existing legal or other requirements and monitor any new or emerging OHS legal or other requirements likely to apply across the organisation, reporting these to the OHSCG.

OHSCG will assess the implications of any legal or other requirements for all departments and determine how they will be included in the Corporate OHSMS and subsequently communicated.

Education Department Requirements

The Departmental Management Appointee, supported by the Department's independent Health and Safety adviser, shall ensure internal procedures exist to identify and assess legal and other requirements which are specific to the activities of the Department. The appointee will identify how these requirements are included in the Departmental OHSMS and communicated to staff.

Communication of Legal and Other Requirements

Legal and other requirements will be identified in any Level A or B documents contained in the OHSMS. These controlled documents will be managed by the Corporate OHS Manager/Group, following ratification by the HSCG / CMB. They will be available to all staff in hard copy and electronically.

Where legal or other requirements have been identified these will be referenced in the relevant documents:

- Level A management system documents.
- Level B Policies, procedures or standards.
- Level C departmental documents.
- Risk assessments.
- Audits and audit non conformities.
- Incident investigations.

These documents, and the Corporate and Departmental lists, will be updated by the responsible groups should any reviews show a failure to identify a legal or other responsibility.

Corporate List of Applicable Legislation and other Requirements

Corporate list of applicable legislation, ACOPS, COP's etc. will be available in Appendix A1

The Education Department shall maintain a specific list, over and above the corporate list, within its Departmental OHS arrangements

Access to Information Sources

The SoJ will ensure that all Departments have access to sufficient information systems to identify legal and other requirements e.g. IHS, Barbour Index, subscriptions to Standards, industry guidance and Codes of Practice (CoP) etc.

Compliance Monitoring

The list of legal and other requirements shall be audited as part of any Education Department internal or external systems audit. The Departmental audit process and incident investigation will identify whether the legal and other requirements have been effectively communicated by the Department and understood by staff.

Section A9

OHS Objectives and Action Plan

The Education Department shall implement and maintain a documented program of OHS objectives at Department and operational levels with an accompanying action plan and performance indicators.

The aim of the program is to provide a mechanism for the continual improvement of the Education OHSMS and fulfil policy objectives in an organised and structured way. Adequate financial, human resources and technical support will be made available to achieve OHS policy objectives.

The objectives set will be specific and relate to:

- Commitments set out in the OHS Policy.
- Legal and other responsibilities.

Including results and inputs from:

- Performance monitoring feedback.
- Hazard Identification and risk assessments.
- Internal and external audits.
- Incident investigations.
- Views expressed by staff affected by the OHS issues or expressed during consultation or survey initiatives.

Where objectives are set they will be clearly defined, measurable where practicable, appropriate to the size and nature of the risks, time related, and clearly allocated to an individual or group with responsibility for delivery.

Objectives should be focused on reducing injury and harm as well as legal compliance. They should aim to eliminate hazards. Where this is not practicable they should reduce the risk associated with the hazard.

Objectives should, where possible, have costs attached to ensure they are achievable within budgets.

OHS Objectives Program

There will be an Education Department OHS objectives and Action Plan programme, containing objectives selected by the OHSCG / CMB and Education's SMT. These objectives will relate to the corporate OHSMS and / or to the Departments. Corporate OHS objectives will be published by the OHSCG / CMB in hard copy and provided to the Department's 'Management Appointees' for action. They will also be available through the intranet.

The Education Department SMT shall establish and maintain a program containing any relevant Corporate and Departmental objectives. Objectives will be available in writing and will specify management accountability and responsibility. Objectives will form part of the Department's business plans.

Review and Reporting on Performance

OHS objectives will be reviewed by the OHSCG/CMB and Education SMT with progress recorded in quarterly and annual reports. Departmental reports will be available to Education staff and corporate reports available to all staff.

Where considered appropriate objectives should be included in an individual's Performance Review and Appraisal.

Section A10

Competency, Training and Awareness

The Education Department shall ensure that staff have the necessary competencies to carry out their OHS responsibilities and control work and / or act safely as appropriate. It will identify the competencies required at all levels, review existing competencies and identify any shortfalls, providing the necessary training where required.

Contractors will be required to demonstrate that their employees have the appropriate levels of training to work safely. (Note: Duties placed upon the Landlord with regard to contractor vetting and selection.)

Competency Assessment

Competency is considered to be a mix of Qualification (training) Knowledge and Experience. The SoJ HR department and the Department's SMT shall be responsible for ensuring staff competency requirements are assessed, recorded and reviewed.

Each post or "family" of posts will undergo an analysis of the task and associated OHS hazards and risks to determine the competencies required to carry out the role safely.

This should take account of:

- Roles and responsibilities of the post and the nature of the tasks to be performed.
- The complexity and requirement of operating procedures and instructions.
- The level of understanding of the OHS management system required and the level of responsibility for implementation and compliance.
- Legal and other requirements.
- The results of incidents or performance reviews.
- Individual capability, e.g. language and IT skills.

Training and Training Needs Analysis

Corporate OHS Training – Education shall ensure a minimum level of training for staff at different levels within the organisation. The aim being to:

- Ensure an understanding of an individual's role and responsibilities in relation to the OHS management system.
- Provide managers and staff with the skills to implement the OHS management system within the Education Department.
- Respond to any SoJ corporate training requirements identified through performance monitoring and review.

Details of the minimum SoJ Corporate training requirements can be found in Appendix A3

Departmental Safety Related Training – The Education Department shall identify training requirements based on job, task, legal or other requirements. The Training Needs Analysis (TNA) shall be recorded against each post, or family of posts, and a training plan maintained

Section A11

Communication, Participation and Consultation

Communication of OHS Hazards and OHS Safety Management System

Both the SoJ and the Department will establish, implement and maintain procedures for internal communication across the organisation, between departments, and between the various teams within the Education Department. The arrangements at any level will allow effective communication between staff, contractors, visitors or other interested external parties.

Corporate OHS Communication

The OHSCG, with the support of the OHS Manager / Group, will be responsible for ensuring effective OHS communication at a Corporate SoJ level and ensuring content is up to date.

There will be a written corporate OHSMS Manual, approved by CMB and issued by the OHSCG. The Manual will be updated as necessary by the OHS Manager / Group. This manual will be the principal route of communication of the OHSMS (Ref A12 Documentation and Control of Documentation).

The corporate OHSMS Manual (including Corporate policies, standards and guidance), objectives, action plans and performance reports will be made available to the Education Department and its entire staff. The information will be available electronically via the internet/intranet and in hard copy at specified locations. The Department shall make the information available where necessary and update it as required.

The SoJ will respond to relevant requests from contractors and other interested parties.

Introduction to the OHS policy and OHSMS will be provided to all new members of staff at a Corporate OHS induction session.

Communication and input from staff on corporate OHS issues can be raised verbally, or in writing, through Education's Departmental safety manager or advisor.

Departmental Communications

The Department's Management Appointee (Head of Facilities Management for OHS) will be responsible for ensuring effective OHS communication within the Department relevant to all levels. Staff shall understand what their management team is committed to and their scope of individual responsibilities.

The Education OHSMS Manual (including policies, standards and guidance), objectives, action plans and performance reports will be made available across the Department. The information will be available electronically via the internet/intranet and in hard copy at specified locations.

There will also be a written Departmental OHSMS Manual. This will support the Corporate OHSMS Manual and be approved and issued by the Chief Education Officer and SMT. The Management Appointee (Head of Facilities Management), supported by the Department's safety advisor, will be responsible for editing, updating and communicating the Department's OHS Manual. This Manual will be the main way the Department's OHSMS is communicated.

Departmental communication of local OHS policies, relevant OHS standards and procedures will be communicated to Education staff within the first week of taking up a post through a Departmental induction system. This shall be recorded.

There will be a system to ensure the availability of current information to every level within the Department in a suitable format and language, including access to,

- Corporate OHSMS Policy Manual including standards and guidance.
- Education Department OHSMS Policy, OHS standards, guidance and procedures.
- Departmental Risk assessments and resulting procedures.
- Education Department OHS objectives and other OHS initiatives including information on resources committed to improving OHS.
- Information on the results of incident investigations, including the types of incidents and reasons for them.
- Minutes of safety meetings.
- Education Department Safety notices and announcements.

- Education Department Audit and internal monitoring reports.
- Performance measurement reports.
- Departmental Organisational changes that may impact on OHSMS.

The Department shall enable staff to communicate OHS issues to line management. This can be through incident reporting, representation at specific safety meetings, team briefs and union representation.

Communications with Contractors and Other Visitors

All Education internal Departments (colleges, Schools, Centres etc.) shall have systems for explaining the OHS risks and requirements to contractors or visitors to areas they are responsible for. Information on OHS performance standards, specific OHS risks and the consequences on non-compliance are required.

Information proportionate to the risk should be provided in a way and at a level relevant to the complexity and severity of the hazards. This can range from simple warnings and information on evacuation procedures for visitors, to sets of specific OHS performance requirements for contractors.

Communication with External Interested Parties

Relevant request for corporate information on OHS or emergency procedures by external interested parties can be made directly to the Chief Minister's office, or the OHSCG and/or OHS manager / group.

The Education Department 'Management Appointee' (Head of Facilities Management) shall have authority to release information on the Department.

Employee Participation and Consultation in OHS

The Education Department shall establish, implement and maintain procedures for the participation of the Department's employees in decisions on OHS that may affect them.

Employees with the relevant competencies and sufficient knowledge, training and experience are required to participate in:

- Hazard identification, risk assessment and deciding on safety controls (Ref A7 Hazard ID and Risk Assessment).
- Incident investigation (Ref A18 Incident Investigation).
- Development and review of OHS policies, arrangements and procedures.
- Performance measurement and monitoring (Ref A16 Performance Measurement and Monitoring) and the development of OHS objectives.
- Discussions on changes in the workplace, new procedures, equipment, processes or products.

Education employees will also be able to raise OHS issues and concerns preferably through their line manager; or through an elected staff representative, a relevant union representative, or trained safety representatives within the Department.

Health and Safety Steering Group

Education health and safety policy and procedures will be overseen by a Health and Safety Steering Group, chaired by the Head of Facilities Management and also comprising the Administration Manager, the Learning and Development Manager and the Director of Resources and School Support. The Steering Group will meet on a regular basis (at least four times a year) and will be supported by the Department's independent Health & Safety Consultant.

Safety Committees and Safety Representatives

Where it is deemed appropriate a safety committee and/or safety representatives may be appointed, e.g. at a school level.

An Education internal safety committee should have a chairperson and, as a minimum, include staff representing sections of the workforce, plus a senior management appointee and division heads.

The principal aims and activities of a safety committee will be:

- Act as a forum for discussing OHS issues that affect employees with the senior management representative.
- Reviewing new policies, standards and guidance, or updates to existing documents.
- Safety representatives should represent employees in the various sections.
- Representatives should be selected from within their section, and ideally will stand for a minimum of two years before re-election.
- The committee should meet quarterly.
- The safety manager/advisor will attend to provide information and guidance.
- The division head will forward any issues to the appropriate managers and staff.
- The committee should ensure decisions are recorded and communicated to employees.

Safety Representatives

- Represent the staff in their “constituency” and raise safety issues with appropriate managers.
- Raise issues with the committee through the meeting agendas.
- Carry out, or be involved alongside management, with risk assessments and workplace inspections.
- Accompany the Departmental Safety Manager / Advisor and Section Manager during safety reviews or audits.
- Help to communicate safety issues to staff.
- Attend meetings of the safety committee.
- May be required to assist in incident investigations.

Division / Section / Team Brief OHS Agenda Items

OHS will be a standard agenda item on all team briefs or similar employee/management meetings.

Section A12

OHS Manual and Records

OHS Manual

This document conforms with the SoJ Corporate requirement for the Education Department to create and maintain a set of documents (OHS Manual) describing the Departmental OHS policy and objectives, descriptions of the OHSMS arrangements, standards, guidance, procedures and records (the document system structure is outlined below). The documentation will be proportional to the levels of complexity and risks associated with the SoJ as a whole, or those faced within the Education Department.

The documentation should enable the OHSMS to be understood and efficiently operated within the Department. Regular reviews and updates of the SoJ Corporate OHSMS and the Departmental policy and procedures shall be carried out by the OHSCG and the Education Health and Safety Steering Group, supported by the OHS manager / group.

Departmental management appointees, supported by the OHS manager/advisor, shall be responsible for ensuring the Education documents are reviewed and updated as necessary.

OHSMS Manual Contents

The OHS manual will be split into three parts,

Level A Documents

A1 - Framework document

A2 - Terms and definitions

Policy:

A3 - Statement of intent

A4 - Organisational arrangements

A5 - Accountability and authority

A6 - Roles and responsibilities

Planning:

A7 - Hazard Identification, Risk Assessment, and Risk Controls

A8 - Legal and other requirements

A9 - OHS objectives and action plan

Implementation and Operation:

A10 - Competency, training and awareness

A11 - Communication, participation and consultation

A12 - Documentation, control of documentation and records

A13 - Operational control

A14 - Emergency preparedness

Checking and Corrective Action:

A15 - Performance measurement and monitoring

A16 - Incident investigation

A17 - Non conformity and corrective actions

A18 - Audit and compliance monitoring

A19 - Management Review

Level B Documents

Documents setting corporate standards or providing guidance for departments to assess and implement at an appropriate level. The range of documents will provide information on legal and other requirements, as well as guidance on best practice, across a range of OHS issues relating to the SoJ's activities.

Level C Documents (Education Departmental OHS Manual)

Documents containing the Department's interpretation and application of Legal and other requirements, corporate policy, standards and guidance contained in Level A & B documents, including the Departmental OHSMS arrangements, risk assessments and procedures.

Control of Documentation

All documents and data containing information required for the performance of the OHSMS will be identified and controlled.

Document Approval Prior to Issue

Level A Documents

Level A Documents will be reviewed by the OHSCG and the OHS manager/group for their relevance and application to the SoJ and in relation to compliance with any legal or other requirements. Once agreed at OHSCG they can be presented to CMB for final approval and adoption as policy. This group can also remove and archive documents.

Level B Documents

Level B Documents will be developed by the OHS manager/advisor group and presented to the OHSCG for review and approval. Should it be felt necessary, due to the nature and impact of the standard or guidance, the OHSCG will have the option to present to CMB for review and approval before issuing as policy.

Level C Documents

Level C Documents must be approved by Education SMT and shall be managed using internal departmental processes for approving policy standards and controlled documents.

OHS Management System Records

The Education Department shall establish and maintain records to demonstrate conformity with the OHS management system and the results achieved.

The records to be kept and the responsibility for keeping them has been detailed in Appendix A5.

Section A13

Operational Control of OHS

To fulfil the SoJ OHS policy, the Education Department shall implement controls that manage the associated risks identified, and comply with applicable OHS legal and other requirements. Risk controls will be integrated into the overall OHS management system and evaluated regularly to verify effectiveness.

When determining and implementing operational controls account should be taken (but not exclusively) of:

- SoJ policy objectives.
- Education Departmental policy objectives.
- Legal and other requirements to which the SoJ and Education subscribes.
- Results of hazard identification and risk assessment and the evaluation of existing controls.
- Existing operational procedures.
- Feedback and participation from staff consultation.

When determining controls, priority will be given to control options with greater reliability based on hierarchy of controls. Preference should be given to technical risk controls, with the minimum of reliance on people following instructions or doing the right thing.

Hierarchy of Controls:

- Elimination – Remove the hazard completely.
- Substitution – Change the process, activity or substance.
- Engineering controls – Protect through design.
- Administrative controls – Procedures, information, instruction, signage, warnings etc.
- Personal Protective Equipment.

Control measures will be required typically in areas such as:

- Performance of hazardous tasks.
- Use of hazardous materials.
- Facilities and equipment – Operation, maintenance and repair.
- Purchasing of goods and equipment i.e. positive purchasing policies, supplier quality.
- Contractors – Selection and performance monitoring.

- Other external personnel or visitors to the workplace.

Controls will be supported with specific written criteria relevant to the department and the operation. For example:

1. For hazardous tasks
 - The use of specific equipment and procedures / work instructions for its use
 - Competence requirements
2. For hazardous chemicals or materials
 - Approved chemical lists
 - COSHH assessments
 - Storage locations and conditions
3. For working in hazardous areas
 - Specific PPE
 - Specific conditions of entry
 - Site specific induction requirements
4. For work performed by contractors
 - Specification of OHS performance criteria
 - Specification of competency and or training requirements of personnel
5. For Visitors
 - Entry controls / signs
 - PPE
 - Emergency actions

Operational controls should be reviewed periodically, at least annually, to evaluate their suitability and effectiveness. In addition proposed changes to existing operations should be evaluated for OHS hazards and associated risks before being implemented.

If changes are made, consideration should be given to the need for additional training for staff.

Section A14

Emergency Arrangements

The Education Departmental management appointee (Head of Facilities Management) shall ensure that the Department has a process for assessing the potential for emergencies that may impact on OHS.

They should consider emergencies that can be associated with the Department's specific workplaces, equipment and activities.

Where potential emergency situations are identified, procedures will be developed and implemented.

For example, but not exclusively:

- Fires and explosions.
- Release of hazardous materials or gas.
- Natural disasters – bad weather.
- Failure of critical equipment.
- Loss of utility.
- Pandemics and epidemics.
- Incidents involving 'Off island' activities.

Emergency planning for major events can be a standalone process with a specific emergency plan. Or it can be integrated into the normal OHS processes of hazard identification and risk assessment, with the emergency plan defined alongside the risk control measures.

Emergency response procedures will be clear and concise, easily accessible in an emergency and available to the emergency services on arrival or in advance.

Emergency response procedures should consider the following:

- Identification of potential emergency situations and locations relevant to the Education Department.

- Responsibilities of individuals with specific response duties during the emergency, e.g. Fire Wardens, first aid staff and spillage response personnel.
- Evacuation procedures.
- Details of actions to be taken during the emergency (including by visitors and contractors)
- Communication with emergency services.
- Communication with employees and other interested parties on and off site.
- Information needed by the emergency services, e.g. plant or building layout drawings, location and identification of emergency response equipment, locations and descriptions of hazardous substances, utility shut off locations.

Emergency Response Training

Education staff should be trained how to initiate emergency response and evacuation procedures. Departments must review the need for refresher training if changes are made to the work activities, buildings, plant or emergency plans.

Periodic Testing of Emergency Procedures

Periodic testing will be performed to ensure that Education staff and the Department collectively can respond appropriately to emergency situations. Where appropriate this should include the emergency services, to develop an effective working relationship.

Records and Review

The Education Department shall maintain records of emergency drills and record performance for subsequent review and updating of procedures and plans as necessary.

Section A15

Performance Measurement and Monitoring

The SoJ and the Education Department shall monitor OHS performance by collecting information, such as measurements and observations, using appropriate equipment or techniques. The measurements will be either quantitative or qualitative, and will be a mixture of active and reactive indicators, focusing on proactive measures to improve performance.

The main purposes of measurement and monitoring are to:

- Determine whether the Education OHS plans are being implemented and objectives achieved (Ref Doc A9 OHS Objectives).
- Provide information on the implementation and effectiveness of operational controls, and to evaluate the need to introduce new or updated controls.
- Monitor incidents, accidents, ill health and near miss events in order to identify system, competency or behavioural failures.
- Evaluate compliance with statutory and other obligations.
- Provide data on the overall performance of the OHS management system and feedback to staff and/or other interested parties.
- Provide data to set new objectives and continually improve the safety management system.

Performance Monitoring

Proactive and reactive monitoring will be used when setting OHS objectives within the Education Department to drive continual improvement.

Proactive Monitoring – the current performance of the Education OHS management system will be evaluated through the application of leading indicators.

The Department's performance measurement will include:

- Audits (Ref Doc A17. Audit and Compliance Management).

- Routine, recorded, workplace inspections appropriate in scale and frequency to the department's identified risks.

They can also include:

- The extent to which OHS objectives have been achieved.
- Evaluation of legal compliance with legislation.
- Benchmarking against recognised industry best practise.
- Evaluation of training and competence.
- Use of behavioural based observations.
- Evaluation of compliance with Education Policy.
- OHS hazard spotting schemes.
- Departmental workplace inspections.
- Senior management safety tours.
- Safety committee meetings.
- Performance of worker involvement schemes.
- Safety climate / attitude surveys.

Reactive Monitoring – a range of reactive measures will be used to review past performance of the OHS management system.

This may include:

- Lost time incident rates, lost time ill health rates.
- Apparent causes of incidents.
- Occurrence and rates of incidents and work related ill health.
- Assessments and actions following reviews/investigations by the regulator (HSI).

Non-conformance and Corrective Actions

When the Education Department's monitoring identifies non-conformance with legal requirements, policies or other requirements, the non-conformance will be recorded e.g. audit, inspection report, incident investigation report etc.

Any non-conformity should be evaluated for seriousness and potential for injury or ill health. Appropriate actions should then be identified and implemented. These actions must be recorded and communicated to relevant Education staff and changes made to the OHS management system.

Subsequent monitoring should evaluate the effectiveness of any corrective actions.

Competence

The selection, evaluation and reporting of OHS performance will be carried out by Education staff trained and competent to a level appropriate to the Education activities and risks. The process will be led by the Department's safety manager/advisor, with other competent staff.

External bodies can be used by the Department but shall be required to demonstrate competence to the Chief Education Officer / SMT or Management Appointee or the OHS Manager/Advisor group in the case of SoJ Corporate appointments

Performance Data Collection and Review

Key performance indicator data will be collected and collated into reports at two levels.

Corporate KPIs – a selection of appropriate KPIs will be collected to provide an overview of the effectiveness of OHS management across all Departments (including Education) and shall include Departmental compliance with Corporate Policy and the Corporate OHS management system (Ref Doc A17 Audit and Compliance Management).

The Chief Minister's Department will collate quarterly and annual reports from departmental submissions.

Initial review of the corporate KPIs will be carried out by the Corporate Safety Managers / Advisors group, who will make comments and recommendation for the OHSCG to review and take on to CMB for approval.

Details of the performance measurements and frequency of reporting can be found in Appendix A2.

Following review of KPIs, CMB may make changes to the OHS Objectives Programme (Ref Doc A9 – OHS Objectives).

Education Department KPIs - the management appointee (Head of Facilities Management), supported and advised by the departmental OHS Advisor/manager, shall ensure KPIs appropriate to the Department's activities and risk levels, including Corporate KPIs, are collected on a quarterly and annual basis and a written report produced.

OHS performance information will be reviewed by the management appointee (Head of Facilities Management) and reported to the Departmental SMT on a quarterly basis, or more frequently if required.

Communication of Performance Reports

All Corporate performance measurement reports will be available to SoJ staff electronically and in hard copy at selected locations (locations to be detailed in local departmental safety policy documents). Copies providing relevant information will also be made available to other interested parties as required.

Allowing for medical confidentiality and the requirements of data protection legislation, data on departmental performance reports including audits, inspections, and anonymous incident/accident figures will be available to all staff within that department, electronically and in hard copy at selected locations (locations to be detailed in local departmental safety policy documents). Copies providing relevant information will also be made available to other interested parties as required.

Section A16

Incident Reporting and Investigation

The purpose of incident reporting and investigation is to determine any underlying deficiencies in the OHS management systems, to identify corrective actions and opportunities for improvements and to communicate outcomes or changes from the analysis of incidents.

The Department requires all internal establishments (Colleges, School, Centres, etc.) to establish, implement and maintain a procedure to record, investigate and analyse incidents. All Education staff must be aware of the system and instructed in its use.

All reported incidents will be investigated as soon as practicable after the event. The scale of any subsequent investigation and the resources required will take into account the outcome and consequences, or potential consequences, of the event.

The Department shall have a procedure for notifying the Chief Education Officer in the event of a fatality, major injury or other major incident effecting or involving Education activities or undertakings.

The OHS manager/advisor role is to facilitate the investigation process and the makeup of any investigation team. They may lead the process if required.

An incident investigation should identify the root causes of system, technical or behavioural failures and make recommendations for improvement. It should involve staff at all levels with experience of that kind of activity and the associated hazards. It could, if required, include external expertise.

Where Education investigations identify the possibility of an individual's deliberate failure to follow clear and known risk controls, instructions or procedures, this will be recorded in the report. Any further action will be under the control of the Departmental SMT, line management and relevant SoJ disciplinary procedures.

Definitions and Classifications

The definition of an incident is a work related event(s) in which an injury or ill health (regardless of severity) occurred, or could have occurred.

Note: An accident is an incident giving rise to injury or ill health. An incident is where no injury or ill health has occurred and can be termed a "near miss.

Although there is no legal requirement to do so, the following types of injuries will be notified to the Social Security Department Health and Safety Inspectorate.

- Fatality.
- Fractures of any kind other than to fingers or foot.
- Amputation of a limb or digit.
- Significant injury to the eye.
- Injury resulting from electric shock.
- Loss of consciousness from asphyxiation or head injury.
- Decompression sickness.
- Acute illness due to exposure to, or absorption of, a hazardous substance.
- Acute illness due to exposure to a pathogen.
- Any admittance to hospital for more than 24 hours due to an accident at work.
- Any industrial diseases currently listed in Appendix A4.

The classification of incident severity and apparent causes of incidents can be found in Appendix A4. Any reporting system will use this classification system to enable consistent reporting of accidents across the Education Department.

Responsibilities and Authority

All Education Staff – are responsible for:

- Reporting incidents, accidents, near misses, or hazards as defined by the departments' reporting systems (it is a legal requirement of the Health and Safety at Work (Jersey) Law 1989 that employees report incidents to their employer).
- Cooperating and assisting as required in any incident investigation.

Management Appointee (Head of Facilities Management) – is responsible for:

- Ensuring the Department has systems in place for the reporting, recording, investigation and analysis of incidents.
- Ensuring reporting system is straightforward to use, is available to all staff and that staff have been trained in its use.
- Ensuring any recommendations contained in incident reports are reviewed at an appropriate management level and implemented.
- Applying appropriate SoJ procedures where there may have been deliberate and wilful failure to follow risk controls.
- Ensuring support is available for staff following any incident.

OHS Manager / Advisor – is responsible for:

- Ensuring the reporting systems collect adequate information.
- Receiving and reviewing incident reports.
- Providing investigation reports to the Head of Facilities Management and Chief Education Officer or other appropriate interested parties.
- Making recommendations for changes or new risk controls, policies, guidance or safety objectives based on findings.
- Notifying serious incidents, as listed above, to the Health and Safety Inspectorate.

The OHS Manager / Advisor has the authority to initiate a proportionate incident investigation and request 'suitable and sufficient' resources from the Head of Facilities Management as deemed appropriate.

The OHS manager / advisor will facilitate and advise on an incident investigation, and may lead any incident investigation dependent upon competency.

Line Managers – are responsible for:

- Carrying out any initial follow up of reported incidents in their area of responsibility.
- Ensuring incidents are reported and reports forwarded to the OHS manager / advisor.
- Taking any immediate action to ensure a similar event cannot take place.
- Ensuring any subsequent recommendations, or revised risk controls, are implemented.
- Working with the Education OHS Manager / advisor and other staff in any incident investigation and determining recommendations.

First Line Managers – are responsible for:

- Ensuring incidents are reported in their area of responsibility.
- Helping with any immediate actions as advised by their line management after an incident, to prevent reoccurrence.
- Assisting with incident investigations and formulating recommendations.

Competency

OHS Managers / Advisors required to manage and facilitate the investigation process will have a recognised OHS qualification, minimum NEBOSH General Certificate.

Any other members of staff leading an incident investigation will have additional training from a recognised body such as Institution of Occupational Safety and Health, Chartered Institute of Environmental health Officers, ROSPA or similar. Any other courses will be reviewed for approval by the OHS Manages / Advisors Group.

Other incident investigation team members will be selected by the investigation leader on the basis of their relevant competencies.

Records

Departments will maintain a system for storing incident reports and incident investigation reports. These records will be kept for the periods stated in Appendix A5.

Incident reports and analysis will form part of the corporate performance measures (Ref Doc A15- Performance measurement and monitoring).

Section A17

Audit and Compliance Management

The Education Department shall establish, implement and maintain a program of internal audit.

The Department's internal audit program shall be required at Departmental level to monitor and review the Department's OHS management systems:

- The implementation and interpretation of the Corporate OHS management system, policies, and standards – **Corporate Safety Management System (CSMS)** audit.
- The Department's compliance with, and the effectiveness of internal policies, safety standards and guidance – **Departmental Safety Management Implementation (DSMi)** audit.

The aim is to establish whether the OHS management system has been properly implemented and maintained, as well as to review its performance and effectiveness at a Corporate and Departmental level.

Corporate Audit Programme

This audit programme is not intended to override or replace any internal departmental audit programme.

The aims of the audit programme are to assess:

- Compliance with, and the level of implementation of, the Corporate OHS management system.
- Compliance with legal and other requirements.
- The interpretation of, and the level of compliance with, Corporate OHS standards and guidance (OHS Manual level B documents).

The OHS Managers / Advisors group will develop the audit programme and submit the proposal to the OHSCG for authority and approval for implementation.

The OHS Managers / Advisors group will:

- Plan and schedule the audit programme.
- Determine the audit content, methodology and procedures (Details published as a Level B Document).
- Control records of audits and audit activities.
- Define the competencies of internal auditors.
- Select internal or external auditors.
- Report on audit results to the OHSCG and monitor follow up actions.

The frequency of audits will be determined by the risk levels associated with the activities of the department.
The Audit Programme is available in Appendix A6

Departmental Audit Programme

Individual departments will establish, implement and maintain a programme of internal audit.

Selection and Competency of Auditors

Any auditor in the audit programme will have:

- Completed a recognised accredited auditor's course.
- Knowledge and experience of the audit area and associated activities.

Section A18

Management Review of OHS

The Chief Minister's Department and individual departments will review the overall performance of the OHS management system at suitable intervals. Reviews will focus on the suitability, adequacy and effectiveness of the OHS management system at a corporate and departmental level.

In addition to the Corporate KPIs (Ref Doc A9 Performance Measurement) management reviews of performance may take account of a range of performance indicators e.g.:

- Results of internal audits and evaluations of compliance.
- Results of participation and consultation exercises.
- Incident statistics.
- Incident investigations and corrective actions.
- OHS action planning objective progress.
- Prosecutions or enforcement actions.
- Culture or attitude surveys.
- Training reports.
- Contractor performance.

In addition to the Corporate quarterly reports, typical recorded outputs may be:

- Changes to the OHS management system.
- Changes to policies, standards and guidance.
- Changes to resource allocations.
- Communication of changes and training if required.

Corporate Management Review

As described in Doc A15 Performance Measurement, the departmental quarterly reports will be compiled into a single performance report for review.

The OHS Managers/Advisors group may make recommendations based on the report for review and approval by the OHSCG. On approval these, and any additional recommendations from the OHCG, will be added to the corporate OHS objectives and Action Plan (Ref doc A9. OHS Objectives).

Corporate management reviews will take place at least every six months, with the report and recommendations provided to the States Employment Board, Chief Executive Officer, and the CMB for further recommendations and implementation.

The report and recommendations will be available electronically and in hard copy within Departments. They will also be available to other relevant interested parties.

Education Departmental Management Review

The Department's management reviews will be undertaken by the Health and Safety Steering Group.

The Head of Facilities Management, will be responsible for ensuring reports and performance information are collated into a report for review at least every six months.

The Departmental Health and Safety Steering Group will review the report and make recommendations as appropriate. Any recommendations will be added to the local OHS objectives and Action Plan (Ref doc A9 OHS Objectives).

The report and recommendations will be made available electronically and in hard copy within the Department. They will also be available to other relevant interested parties.

Annual Report

Education shall produce an annual report (which can be the last report on a quarterly schedule) summarising OHS performance over the year. Guidance on the extent and structure of the report (level 2) shall be taken from the IOSH publication – Reporting Performance.

The aim of this report is to review OHS performance of the Education Department but can also be reviewed at a Corporate level if necessary.

Issued by:	Head of Facilities Management
Author:	Education Department
Date:	Adopted by SMT 5 November 2013 Updated August 2016 to reflect the Department's new name, amend job titles and responsibilities and composition of the H&S Steering Group.

Appendix A1 - List of Applicable Legal and Other Requirements

Legislation

Health and Safety at Work (Jersey) Law 1989

Construction (Safety Provisions) (Jersey) Regulations 1970

Cranes (Automatic Safe Load Indicators) (Jersey Order 1979

Explosives (Safety Provisions) (Jersey) Regulations 1972

Fire Resisting Structures (Explosion Pressure Relief) (Jersey) Order 1980

Health and Safety at Work Appeal Tribunal (Jersey) Regulations 1989

Health and Safety at Work (Construction) (Personal Protective Equipment) (Jersey) Regulations 2002

Health and Safety at Work (Freight Containers Safety Convention) (Jersey) Regulations 1994

Health and Safety at Work (Freight Containers Safety Convention) (Approvals) (Jersey) Regulations 1989

Health and Safety at Work (Improvement and Prohibition Notices Appeals) (Jersey) Regulations 1989

Health and Safety at Work (Inquiries Procedure) (Jersey) Regulations 1989

Health and Safety at Work (Lifts) (Jersey) Regulations 1990

Health and Safety (Work Experience) (Jersey) Regulations 2006

Safeguarding of Workers (Chains, Ropers and Lifting Gear) (Jersey) Regulations 1980

Safeguarding of Workers (Cranes and Lifting Appliances) (Jersey) Regulations 1978

Safeguarding of Workers (Electricity at Work) (Jersey) Regulations 1983

Safeguarding of Workers (Highly Flammable Liquids) (Jersey) Regulations 1979

Safeguarding of Workers (Liquid Petroleum Gas) (Jersey) Regulations 1984

Safeguarding of Workers (Machinery and Woodworking Machines) (Jersey) Regulations 1967

Health and Safety at Work (Asbestos – Licensing) (Jersey) Regulations 2008

Approved Codes of Practice (ACoP)

ACoP 1 – Safe Use of Pesticides on Farms and Holdings

ACoP 2 – Work with Ionising Radiation

ACoP 3 – Safety of Pressure Systems and Transportable Gas Containers

ACoP 4 – Display Screen Equipment at Work

ACoP 5 – Health and Safety in the Port of St Helier

ACoP 6 – The Safe Use of Rider-Operated Lift Trucks

ACoP 7 – Recreational Diving Projects

ACoP 8 – Management of Exposure to Asbestos in Workplace Buildings and Structures

ACoP 9 – Safe Use of Woodworking machinery

Guidance Documents

HS(g)1 – Health and Safety in the Workplace: A General Guide

RA02 – A Guide to Assessing Risks to Health and Safety in the Workplace

Appendix A2 - Performance Measurement and Monitoring

Corporate Occupational Health and Safety Performance Indicators – Reactive Indicators

The performance indicators below are designed to provide some simple corporate measurements of Occupational Health and Safety (OHS) performance. Inevitably individual departments will have additional specific indicators they will record on in their own internal OHS reports.

Indicator	Comment	Collected by and frequency
Total number of staff hours lost due to accidents at work	Total number of hours	Departments Annual & quarterly reporting
Total number of hours lost per member of staff	Total number of hours	Departments Annual report
All Accident Frequency rate (AFR)	Frequency Rate = $\frac{\text{Number of Accidents} \times 100,000}{\text{Number of hours worked}}$ <i>Accident = Incident is where an injury occurred</i> Can be broken down into staff, or other groups. If you have no hours data, the normal standard is 100 full time employees work	Departments Annual & quarterly reporting

	200,000 hrs/yr (Based on a nominal 38.5 hours per week)	
Lost Time Frequency rate (LTFR)	<p>Frequency Rate =</p> $\frac{\text{Number of lost time accidents} \times 1000}{\text{Number of full time equivalent staff}}$	<p>Departments</p> <p>Annual & quarterly reporting</p>
Number of fatalities / major accidents	<p>Major accidents are classed as:</p> <ul style="list-style-type: none"> ▪ Fracture (except fingers thumb or toes) ▪ Any amputation ▪ Dislocation of shoulder, hip, knee or spine ▪ Loss of sight (temporary or permanent) ▪ Injury from electric shock / burn leading to unconsciousness or requiring resuscitation ▪ Any other injury requiring resuscitation ▪ Loss of consciousness from asphyxia or exposure to or absorption of a harmful substance or biological agent 	<p>Departments</p> <p>Annual & quarterly reporting</p>
Number of incidents with >7 days of lost time	Signed off work for more than three days (includes weekends not just working days)	<p>Departments</p> <p>Annual & quarterly reporting</p>
Apparent cause of accidents i.e. when injury occurred	<p>Numbers in each category.</p> <p>Categories:</p> <ol style="list-style-type: none"> 1. Asphyxiation or drowning 2. Contact with moving machinery 3. Struck by moving, including falling or flying, object 4. Struck by a moving vehicle 5. Injured while lifting, handling or carrying 6. Slip, trip, or fall on the level 7. Fall from height <2 meters 8. Fall from height >2 meters 	<p>Departments</p> <p>Annual & quarterly reporting</p>

	<ul style="list-style-type: none"> 9. Trapped by something collapsing or overturning 10. Exposed to or in contact with a harmful substance 11. Exposed to fire 12. Exposed to an explosion 13. Contact with a hot surface or liquid 14. Contact with electricity or electrical discharge 15. Injured by an animal including insect bites / stings 16. Acts of violence 17. Contact with a sharp object 18. Other 	
Occupational health indicators	A range of Occupational Health indicators are provided on a quarterly and annual basis by the Occupational Health Service Provider.	Occupational health Service provider Annual & quarterly reporting
External awards – ROSPA, BSC 5 Star, OHSAS18001 etc.	These are not expected, but do demonstrate external verification of performance	Departments Annual report

Corporate H&S Performance Indicators – Active Indicators

As the corporate SHSMS develops, particularly around monitoring, audit and review, a wider range of active indicators will become available and relevant across all departments.

In the interim it will be left to Departments to decide what active indicators they may wish to report. There are a wide range of active indicators that measure preventative activity and the implementation of the safety management system which you may wish to report back on, and some examples are shown below.

Indicator	Collected by and frequency
Evidence of management commitment, for example the number of senior management team workplace safety visits or H&S committee meetings	Department Annual report at least

OHS Business plan performance - Percentage of OHS business plan objectives completed	Department Annual report at least
Percentage of audit and inspection plan completed	Department Annual report at least
Percentage of completed actions from audits and inspection programs	Department Annual report at least
Examples of programs or initiatives designed to improve employee involvement in OHS	Department Annual report at least
Average number of OHS training days per employee	Department Annual report at least
Climate / Attitude surveys - Not a compulsory requirement to carry these out, but worth reporting back with an overview of results and actions taken or planned	Department Annual report at least

Appendix A3 - SoJ Corporate Training Specifications

Example minimum training requirements to provide OHS management competence across the SoJ are set out in Table 1. These are the core OSH competencies required by staff across all departments, and must be supplemented with task specific departmental training to ensure all employees are competent to carry out their duties.

Departments should interpret the organisational levels in the table as appropriate to their own internal management levels / definitions / titles. The actual level of training provided may vary depending on the individuals' role, e.g. all employees require some knowledge of risk assessments at a basic level, but a safety advisor or line manager may require more in depth training.

	Employees	Health and Safety Manager/Advisor	1st Line Manager	Middle Manager	Senior Manager	Directors	Chief Officers & CEO
Corporate Induction	☐	☐	☐	☐	☐	☐	☐
Departmental Induction	☐	☐	☐	☐	☐	☐	☐
IOSH Working Safely or equivalent	☐						
IOSH Managing Safely or equivalent		☐	☐	☐	☐		
IOSH Directing Safely						☐	☐
NEBOSH General Certificate		☐					
Risk	☐	☐	☐	☐	☐		

Assessment							
Manual Handling	0						
Introduction to the Corporate OHSMS		0			0	0	0
Introduction to the departmental OHSMS	0	0	0	0	0	0	0

Appendix A4 - Incident Classifications

Incident "Apparent Cause" Categories:

- Asphyxiation or drowning
- Contact with moving machinery
- Struck by moving, including falling or flying, object
- Struck by a moving vehicle
- Injured while lifting, handling or carrying
- Slip, trip, or fall on the level
- Fall from height <2 meters
- Fall from height >2 meters
- Trapped by something collapsing or overturning
- Exposed to or in contact with a harmful substance
- Exposed to fire
- Exposed to an explosion
- Contact with a hot surface or liquid
- Contact with electricity or electrical discharge
- Injured by an animal including insect bites/stings
- Acts of violence
- Contact with a sharp object
- Other

Appendix A5 - OHS Record Keeping Requirements

Background (March 2011)

Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public authorities to produce retention schedules. The schedules list the public records produced by authorities, the length of time these records need to be retained for and the eventual disposal of the information – either to the Jersey Archive for permanent preservation or to be confidentially destroyed.

This schedule covers information held in Health and Safety Records. Health and safety matters in Jersey are governed by the Health and Safety at Work (Jersey) Law 1989, which is enforced by the Employment & Social Security Department. There are also a number of Regulations that deal with specific areas of health and safety. See www.gov.je for more details.

Generally health and safety records are not required for permanent preservation as archives by the Jersey Archive, with the exception of policy files.

Nor is there any statutory obligation to retain records except in the case of radiation exposure and disposal of waste. However, there is often requirement for health and safety records to be kept for some time in case of legal action as a means of evidence that the correct health and safety procedures have been carried out, for example accident reports and safety monitoring records. Other health and safety records, often in the form of certificates, are required before a certain activity can be carried out. Many records relating to health and safety are held by different parts of an organisation. In particular many records will be found on personal files, for example medical screening records. See generic retention schedule for personnel records. Others, such as records of the maintenance of plant or equipment may be held by operational sections.

The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to update the guidance in the light of new legislation but responsibility for checking on more recent enactments rests with the reader.

Ref Schedule	Title of Record Class / Series Title	Retention Period	Action Required	By Whom
1	Health & safety policy documents	Retain until updated	to Jersey Archive	Dept.
2	Risk assessments / safety audits	Retain until further assessment / audit undertaken	Retention by Dept.	Dept.
3	Accident books	10yrs from last entry	Destroy	Dept.
4	Reportable diseases and dangerous occurrences	10yrs	Destroy	Dept.
5	Disposal of special waste consignment notes	10yrs	Destroy	Dept.
6	H & S accident reports	10yrs after incident	Destroy	Dept.
7	Incident reports for incidents involving asbestos or noise	50yrs after incident	Destroy	Dept.
8	Records of training in use of machinery	Retain until machinery replaced or in personal file		Dept.
9	H & S training records	Retain in personal file		
10	Safety monitoring / inspection data	Permanent retention by Dept.		Dept.
11	H & S statutory notification forms or certificates	Permanent retention by Dept.		Dept.
12	H & S register of dangerous substances	Permanent retention by Dept.		Dept.
13	H & S exposure to hazardous substances / radiation / biological agents	50yrs after exposure	Destroy	Dept.
14	Health surveillance of exposed employees	50yrs from date of last entry	Destroy	Dept.

Appendix A6 – Education Roles and Responsibilities

Key Personnel include the following -

Job title	Area of responsibility – Health & Safety
Chief Education Officer	<u>Leadership</u> - accountable for the overall execution of the Health and Safety Management Systems in the Education service
Head of Facilities Management	<p><u>Policy</u> – reviewing, maintaining, and updating policies relating to health & safety.</p> <p><u>Management</u> – managing issues with wider health and safety implications affecting one or more areas of the Education Department.</p> <p><u>Operational</u> - inspection and audit of school premises, to support section heads in exercising their responsibilities for the management of health and safety on their premises.</p>
Health and Safety Steering Group	<u>Governance</u> – provide appropriate mechanisms for monitoring, supporting and ensuring compliance with health and safety policies in the Education service.
Head teachers	<u>Operational</u> – responsible for the management of health and safety on their premises, in accordance with agreed policies.

Appendix A7 – List of Other Relevant Policies

Other Education Department policies that may be of use are listed below. Copies of the complete policy documents are available online at:

www.gov.je/educationpolicies

Accident Reporting Policy

To ensure the effective notification of accidents and other reportable events in order to manage outcomes.

Administration of Medicines in Schools

To effectively manage the potential risks associated with the administration of prescribed medicines in schools.

Control of Substances Hazardous to Health Policy

To enable the effective and management of hazardous substances within the Education Department covering all activities.

Critical Incident Management Plan

Guidance and procedures to follow when managing a critical incident.

Design and Technology Health and Safety Operational Policy

To ensure safe teaching and learning in Design and Technology lessons in Primary and Secondary schools.

Display Screen Equipment Policy

To ensure the hazards and risks associated with the habitual use of DSE equipment by Education Department employees and other classes of persons are effectively managed and controlled.

Educational Visits Policy

To ensure the health and safety of pupils on educational visits both on and off the Island.

Electricity at Work Policy

To ensure the safe working within the Education Department with regard to electrical energy.

Fire and Emergency Policy

To ensure that in the event of an emergency situation, effective management systems are in place to control and mitigate the outcomes of the incident.

First Aid Policy

To provide an effective and responsive first aid resource across the Education Department, where appropriate.

Lone Worker Policy

The monitoring of selected employment groups to minimise the risk of exposure to adverse health and safety situations.

Management of Contractors on Site Policy

To ensure the safe working practices throughout Education with regard to the management of contractors on site.

Manual Handling Policy

To minimise the risk of manual handling injuries within all activities and operations undertaken by the Education Department.

Minibus Policy

The law changed in 1997 and it is now a legal requirement to undertake a separate driving test in order to drive a minibus (category D1). There is no longer a legal requirement for drivers who passed their test post 1997 to undertake a separate 'Education' assessment.

Physical Education Safety Policy

To ensure the safe use of equipment and apparatus used with physical education environments.

Procurement of Play Frames Policy

To set out the framework for the procurement of play frame equipment within the Education Department estate.

School Severe Weather Procedures

Details of procedures in instances of severe weather
NB: Schools can obtain copies of this policy from the Education Department.

Science Health and Safety Operational Policy

To ensure the safe teaching and learning of science lessons in Primary and Secondary schools.

Swimming Risk Management Policy

To ensure that the Education Department manages the risks associated with swimming activities effectively.

Third Party Use of Education Premises

Details of the charging guidelines, insurance information and conditions of use that must be followed in arranging third party use of all Education Premises.

Workplace Health and Safety Policy

To ensure the provision of a safe working environment and to effectively management associated risk within the workplace.