

## Policy and Practice Guidance

<b>Title:</b>	<b>WORKPLACE HEALTH AND SAFETY PROCEDURES</b>
<b>Purpose:</b>	To ensure the provision of a safe working environment and to effectively management associated risk within the workplace
	<b>Education Department Health and Safety Operational Policy</b>

### 1. INTRODUCTION

This document is one of a series of Compliance Guidelines dealing with the fundamentals of compliance with regulations made under the Health and Safety at Work (Jersey) Law 1989. It has been developed as a tool for the **Education Department** to use to meet the minimum requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, as used as best practice.

The document contains

- Definitions
- A flow chart explaining regulatory requirements
- Appendices with brief summaries of requirements.
- Risk assessment methodology (SEE stand alone Risk Assessment Compliance Guidelines)
- Risk assessment checklist
- Risk assessment form

### 2. OBJECTIVES

The primary objective of the Workplace (Health, Safety and Welfare) Regulations 1992 is to ensure that the workplace is safe and it does not pose a risk to the health and safety of employees and students who use the **Department's** premises, centres and sites.

The aim of the compliance guideline is to provide schools, colleges, centres and departments with the tools and techniques to comply with the regulatory requirements.

### 3. DEFINITION

The scope of the term 'workplace' includes means of access to, or egress from, the workplace and therefore covers common parts of multi-occupancy buildings.

### 4. REGULATORY REQUIREMENTS

The U.K. Workplace (Health, Safety and Welfare) Regulations 1992 sets out general standards for health and safety in the workplace, and these are set out in Appendix 1. The Education Department follows these Regulations as best practice, and therefore Head Teachers, Managers, and Section heads must undertake the following actions.

- Ensure that the School, College, Centre, Departments and its premises are safe and without risk to health.
- Ensure that a risk assessment is undertaken to identify the hazards in the workplace followed by either eliminating or controlling the risks.

#### Note:

The risk assessment, undertaken to comply with the Health and Safety at Work (Jersey) Law 1989, should identify the hazards in the workplace and measures taken to reduce these to the lowest level practicable. The risk assessments undertaken should consider all the areas

discussed in subsequent sections to secure confidence that the workplace is safe and without risks to health.

<b>Issued by:</b>	Education Department
<b>Author:</b>	Head of Facilities Management
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## Appendix 1

### Workplace (Health, Safety and Welfare) Regulations 1992 -

#### Workplace, Health, Safety and Welfare Requirements

<p><b>Ventilation</b></p> <p>The workplace is to be ventilated by a sufficient quantity of fresh or purified air to ensure that stale air and/or air which is hot or humid, is replaced. In many workplaces windows or other openings may provide sufficient ventilation. In workplaces where natural ventilation is not an option, mechanical ventilation should be appropriate. The ventilation system is to deliver air of a suitable quality and in sufficient quantity to dilute and remove airborne impurities and pollutants i.e. odours, dusts etc. to create and maintain a comfortable temperature and humidity.</p>	<p><b>Temperature</b></p> <p>During working hours the temperature in workrooms is to provide reasonable comfort without the need for special clothing. If such a temperature is impractical because of hot and cold processes then appropriate steps are to be taken to achieve a temperature, which is as close as possible to comfortable by insulating hot pipes, providing air cooling plant, shading windows, siting workstations away from places subject to radiant heat etc.</p>
<p><b>Lighting</b></p> <p>The lighting in the workplace is to be sufficient to enable people to work, use facilities and move from place to place safely and without experiencing eyestrain. Suitable and sufficient lighting is to be provided at places of particular risk e.g. on stairways with particular attention being paid to the shadows cast.</p> <p>Where sudden loss of light could be present a serious risk, then emergency lighting is to be provided which is powered by a source independent from that of normal lighting and which is immediately effective in the event of failure of the normal lighting without need for action by anyone. Recommended luminance and minimum measured luminance's for different types of work are detailed in appendix 3.</p>	<p><b>Cleanliness and Waste Materials</b></p> <p>The workplace, including furniture, furnishings and fittings, is to be kept sufficiently clean. Apart from regular cleaning, cleaning is also to be carried out when necessary in order to clear up spillages or to remove unexpected soiling of surfaces. The cleaning is to be carried out by an effective and suitable method and without creating or exposing anyone to a health or safety risk.</p> <p>Workplaces are to be kept clear from offensive waste matter or discharges. All waste/refuse is to be removed at least daily.</p>
<p><b>Condition of floors and walking routes</b></p> <p>Floors and walking routes are to be suitable for the purposes for which they are to be used. They are to be of sound construction, have adequate strength and stability for the loads placed upon them and be free from holes, slopes, uneven/slippery surfaces and obstructions. Effective drainage is to be provided where a floor is liable to get wet to the extent that the water can be drained off.</p> <p>A secure and substantial handrail is to be provided and maintained on at least one side of every staircase except at points where a handrail would obstruct access and egress. As a minimum the handrail is to consist of an upper rail at 900mm or higher and a lower rail.</p>	<p><b>Room Dimension and space</b></p> <p>Workrooms are to have enough free space to allow people to get to and from workstations and to move within the room with ease. The number of people who work in any particular workroom at any one time will depend not only upon the size of the room, but on the space taken up by furniture, fittings, equipment and on the layout of the room. The regulations require 11 cubic metres per person as the minimum and this may be insufficient if, for example, much of the room is taken up by furniture etc.</p>
	<p><b>Transparent or translucent window, doors, gates and walls</b></p> <p>All windows or other transparent/translucent surface in walls, partitions, doors or gates in the workplace are to be of a safety material or be protected against breakage. Protection may be achieved by means of a screen or barrier, which will prevent an individual from coming into contact with the glass if they should fall against it. All transparent/translucent surfaces are to be marked where necessary to make them apparent. Open windows, skylights or ventilators in the workplace are not to project into an area where persons are likely to collide with them. The bottom edge of opening windows is normally to be at a minimum of 800mm above floor level unless there is a barrier to prevent falls. All windows, skylights etc. in the workplace are to be designed/constructed so that they can be cleaned safely.</p>

## Appendix 1 (continued)

### Workstations and Seating

Workstations are to be suitable for any special needs of the persons who are likely to work there, and arranged with sufficient clear and unobstructed space so that each task can be carried out safely and comfortably.

Work materials and frequently used equipment are to be within easy reach without undue bending or stretching. For further information see Display Screen Equipment Compliance Guidelines.

### Falls and falling objects

Measures are to be taken in the workplace (e.g. fencing) to prevent injury as a result of falling or being struck by falling objects. Secure fencing is to be provided wherever possible at any place where an individual might fall 2 metres or more, and where a person might fall less than 2 metres where there are factors, which increase the likelihood of a fall or the risk of serious injury. The fencing provided is to be sufficiently high and sufficiently filled in to prevent falls (of individuals and objects) over or through fencing. As a minimum, fencing is to consist of two guard rails (a top rail and a lower rail) at suitable heights and is to be of adequate strength and stability to restrain any individual or object liable to fall on to or against it. The measures to be taken to prevent injury are to be identified as part of the risk assessment process.

### Washing Facilities

Washing facilities, including showers are to be provided at readily accessible places including in the immediate vicinity of sanitary conveniences and in the vicinity of changing rooms. The washing facilities provided are to include the following: -

- A supply of clean hot and cold, or warm water (which should be running water where possible);
- Soap or other suitable means of cleaning, and
- Towels or other suitable means of drying.

The minimum number of washing stations and sanitary conveniences required is detailed in Appendix 2

### Storage areas for Clothing; Escalators and Moving Walkways; & Drinking Water

Storage areas are to be provided for clothing, which is not worn during working hours, and for special clothing worn at work but not taken home.

Escalators and moving walkways in the workplace are to function safely, equipped with the necessary safety devices and be fitted with one or more emergency stop controls.

Drinking water is to be provided at readily accessible places in the workplace and be marked appropriately. Drinking cups or beakers are to be provided unless the supply is by means of a drinking fountain.

### Sanitary Conveniences

Sanitary conveniences, which are adequately ventilated, adequately lit and clean, are to be provided at readily accessible places in the workplace. Separate rooms are to be provided for men and women unless each convenience is in a separate room the door of which is capable of being secured from the inside. The required minimum number of sanitary conveniences is set out in Appendix 2.

### Doors and Gates

All doors and gates in the workplace are to be constructed/designed so they do not present a risk to health and safety. This is to include ensuring the following: -

- Doors and gates which swing in both directions have a transparent panel, unless they are low enough not to require them;
- Sliding doors have a stop or other effective means to prevent the door coming off the end of the track;
- Upward opening doors are fitted with an effective device to prevent them falling back in a manner likely to cause injury; and
- Powered doors and gates can be operated manually unless they open automatically if the power fails.

## Appendix 2

The table shows the minimum number of sanitary conveniences and washing stations which should be provided. The number of people at work shown in column 1 refers to the maximum number likely to be in the workplace at any one time.

**Table**

<b>1</b> Number of people at work	<b>2</b> Number of water closets	<b>3</b> Number of wash stations
<b>1 to 5</b>	1	1
<b>6 to 25</b>	2	2
<b>26 to 50</b>	3	3
<b>51 to 75</b>	4	4
<b>76 to 100</b>	5	5

## Appendix 3

### Average Luminance

The luminance's needed for the task depends on how much detail needs to be seen. Recommended luminance for different types of work is given in the table below.

General Activity	Typical Locations/Types of work	Average luminance (Lux)	Minimum measured luminance (lux)
*Movement of people, machines and vehicles	Lorry parks, corridors, circulation routes	20	5
*Movement of people, machines and vehicles in hazardous areas; rough work not requiring any perception of detail	Construction site clearance, excavation and soil work, docks, loading bays, bottling and canning plants	50	20
**Work requiring limited perception of detail	Kitchens, factories assembling large components, potteries	100	50
**Work requiring perception of detail	Offices, sheet metal work, bookbinding and school classrooms	200	100
**Work requiring perception of fine detail	Drawing offices, factories assembling electronic components, textile production	500	200

\* Only safety has been considered, because no perception of detail is needed and visual fatigue is unlikely. However, where it is necessary to see detail to recognise a hazard or where effort in performing the task could put someone else at risk, for safety purposes as well as to avoid visual fatigue the figure should be increased to that for work requiring the perception of detail.

\*\*The purpose is to avoid visual fatigue; the luminance will be adequate for safety purposes.

## Appendix 4

### Hazard Identification Checklist

The aim of this checklist is to highlight the areas which are to be considered when identifying hazards in the workplace during the risk assessment process. The list is not exhaustive

**Department:** ..... **Date:** .....

**Name:** ..... **Accompanied by:** .....

Areas to consider	Yes	No	Is R/A Required
<b>Assaults and Violence at work</b> Are individuals at risk from assaults/violence whilst at work?			
<b>Cleanliness/waste materials</b> <ul style="list-style-type: none"> <li>▪ Are the surfaces of the floors, walls and ceilings kept sufficiently clean?</li> <li>▪ Are the furnishings and fittings kept sufficiently clean?</li> <li>▪ Are waste materials allowed to accumulate in receptacles?</li> <li>▪ Are sinks etc kept clean?</li> </ul>			
<b>Display Screen Equipment (DSE)</b> <ul style="list-style-type: none"> <li>▪ Have DSE risk assessments been undertaken (if YES)               <ul style="list-style-type: none"> <li>○ Have you assessed all users/workstations?</li> <li>○ Have all risks been eliminated?</li> </ul> </li> </ul>			
<b>Doors/gates</b> <ul style="list-style-type: none"> <li>▪ Do doors/gates that swing in both directions have a transparent panel?</li> <li>▪ Are the doors/gates of a suitable construction for the purpose (e.g. fire)</li> <li>▪ Can doors/gates be handled safely?</li> </ul>			
<b>Emergency Procedures</b> Are individuals aware of the procedures to be followed in the event of an emergency e.g. fire, bomb, gas explosion etc?			
<b>First Aid</b> <ul style="list-style-type: none"> <li>▪ Is there a sufficient number of qualified First Aiders?</li> <li>▪ Is there first aid cover at all times?</li> <li>▪ Is the first aid box clearly identifiable?</li> <li>▪ Are the contents of the first aid box regularly checked and replenished?</li> </ul>			
<b>Fire Safety</b> <ul style="list-style-type: none"> <li>▪ Are flammable substances stored in accordance with instructions?</li> <li>▪ Are there a suitable number of fire extinguishers (commensurate with the risk)?</li> <li>▪ Are the fire extinguishers tested annually?</li> <li>▪ Are the fire exits/fire routes unobstructed and clearly marked?</li> <li>▪ Are there adequate escape routes?</li> <li>▪ Are fire doors kept shut (but not locked)?</li> <li>▪ Is the fire alarm audible at all locations?</li> </ul> Are the arrangements for disabled individuals adequate in the event of a fire?			

Areas to consider	Yes	No	Is R/A Required
<p><b>Falls or falling objects</b></p> <ul style="list-style-type: none"> <li>▪ Are materials and objects precariously stored or stacked?</li> <li>▪ Are ladders or stepladders available to reach higher levels or shelves etc.?</li> <li>▪ Is there a change of level, e.g. a step between floors, which is not obvious?</li> <li>▪ Is there secure fencing in areas where persons might fall two metres or more?</li> </ul>			
<p><b>Lighting</b></p> <ul style="list-style-type: none"> <li>▪ Is the lighting suitable and sufficient for the task being undertaken?</li> <li>▪ Is dazzling light and annoying glare avoided?</li> <li>▪ Is there emergency lighting where sudden loss of light would present a serious risk?</li> <li>▪ Is the emergency lighting source independent from the normal lighting?</li> </ul>			
<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>▪ Is the workplace adequately ventilated?</li> <li>▪ Are staff/students subject to uncomfortable draughts?</li> </ul>			
<p><b>Temperature</b></p> <ul style="list-style-type: none"> <li>▪ Is the temperature reasonable for the task being undertaken?</li> <li>▪ Is there access to at least one thermometer?</li> </ul>			
<p><b>Space</b></p> <ul style="list-style-type: none"> <li>▪ Is there sufficient space for employees to work and move around safely?</li> </ul>			
<p><b>Floors/walking routes/stairways</b></p> <ul style="list-style-type: none"> <li>▪ Are floors/walking routes/stairways of sound construction and/or suitable for the purpose?</li> <li>▪ Are floors/walking routes/stairways uneven, sloping, slippery etc?</li> <li>▪ Are there any tripping hazards e.g. holes, ridges, and obstructions or trailing wires?</li> <li>▪ If the floor is likely to get wet, is there suitable drainage?</li> <li>▪ Are staircases fitted with secure/substantial handrails?</li> </ul>			
<p><b>Manual Handling</b></p> <ul style="list-style-type: none"> <li>▪ Are individuals exposed to manual handling activities? If YES; <ul style="list-style-type: none"> <li>○ Have manual handling risk assessments been undertaken?</li> <li>○ Have the risks been eliminated or minimised?</li> <li>○ Have individuals received manual handling training?</li> </ul> </li> </ul>			
<p><b>Noise</b></p> <ul style="list-style-type: none"> <li>▪ Are individuals exposed to excessive noise levels? If YES <ul style="list-style-type: none"> <li>○ Has a noise assessment been carried out?</li> </ul> </li> <li>▪ Are individuals exposed to nuisance noise levels?</li> </ul>			



Areas to consider	Yes	No	Is R/A Required
<b>Hazardous Substances</b> <ul style="list-style-type: none"> <li>▪ Are hazardous substances used/stored in the workplace? If Yes; <ul style="list-style-type: none"> <li>○ Have data sheets been obtained for all hazardous substances?</li> <li>○ Have risk assessments been undertaken? If YES</li> <li>○ Have safety precautions for all hazardous substances been established?</li> <li>○ Has priority been given to replacing some hazardous substances with others less hazardous?</li> <li>○ Are arrangements in place for adequate/proper disposal?</li> </ul> </li> </ul>			
<b>Work Equipment (incl. Electrical equipment etc.)</b> <ul style="list-style-type: none"> <li>▪ Is all work equipment in efficient working order?</li> <li>▪ Is access to all dangerous parts of equipment denied?</li> <li>▪ Has all portable electrical equipment been checked (annually)?</li> <li>▪ Are any leads frayed/damaged?</li> <li>▪ Are electrical sockets overloaded?</li> </ul>			
<b>Windows/transparent surfaces</b> <ul style="list-style-type: none"> <li>▪ Are there devices to restrict windows opening or preventing anyone falling through?</li> <li>▪ Are all windows in sound condition and good state of repair?</li> </ul>			
<b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>▪ Is the PPE suitable for the risks or conditions?</li> <li>▪ Does the PPE fit the wearer correctly?</li> <li>▪ Does the PPE comply with current British or EC standards?</li> <li>▪ Is the PPE inspected, cleaned, maintained and stored accordingly?</li> </ul>			
<b>Safe Systems of Work/Safe Working Procedures</b> <ul style="list-style-type: none"> <li>○ Are there written systems of safe working procedures?</li> <li>○ Are there written systems of safe working posters displayed?</li> <li>○ Are general safety signs and instructions clearly displayed?</li> </ul>			
<b>Tree Surveys</b> <ul style="list-style-type: none"> <li>○ Are there overhanging branches that are damaged?</li> <li>○ Are there cavities, cracks or splits?</li> <li>○ Is there root damage? If YES</li> <li>○ Has a risk assessment been carried out and control measures implemented?</li> <li>○ Has a Tree specialist been contacted to review the trees and carry out repairs?</li> </ul>			

<b>COMMENTS:</b>	
<b>Signed:</b>	<b>Date:</b>
<b>Copy passed on to Head of School/Dept for action – Date:</b>	
<b>Name of Head of School/Dept:</b>	

APPENDIX 5

WORKPLACE RISK ASSESSMENT RECORD FORM

Department/Section: ..... Date: .....

Assessment by: ..... Review date: .....

<b>Hazard</b> Look only at hazards which result in significant harm under the conditions of work in your working environment	<b>Who might be harmed?</b> What group of individuals may be affected? How could they be affected?	<b>How do you rate the hazard?</b> High Medium Low	<b>Is the risk adequately controlled?</b> List the existing controls or note where the information may be found.	<b>What further action is necessary?</b> List the risks that are not adequately controlled and the action to be taken and the date by which action is to be taken.

<b>Hazard</b> Look only at hazards which result in significant harm under the conditions of work in your working environment	<b>Who might be harmed?</b> What group of individuals may be affected? How could they be affected?	<b>How do you rate the hazard?</b>  High Medium Low	<b>Is the risk adequately controlled?</b> List the existing controls or note where the information may be found.	<b>What further action is necessary?</b> List the risks that are not adequately controlled and the action to be taken and the date by which action is to be taken.

Comments: .....
