Health and Safety Policy

The JFSC’s Chief Operating Officer has overall responsibility for Health and Safety (H&S) and the Head of Facilities and the Health and Safety Co-Ordinator has day-to-day responsibility for ensuring JFSC policies are put into practice.

The JFSC complies with health and safety law by:

- Taking reasonable steps to prevent accidents or harm to its employees
- Requesting that they take reasonable care whilst working for the JFSC
- Preventing accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Providing clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Engaging and consulting with employees on day-to-day health and safety conditions
- Implementing emergency procedures - evacuation in case of fire or other significant incident
- Maintaining safe and healthy working conditions, providing and maintaining plant, equipment and machinery, and ensuring safe storage/usage of substances
- Conducting risk assessments that:
  - Identifies common hazards for an office based business
  - Explains who might be harmed and what control measures are already in place
  - States who monitors to determine whether further action is required

Copies of the JFSC Risk Assessments are obtainable from Facilities.

Your health, safety and wellbeing

We believe that helping you to look after your health and giving you a safe place to work is key to being an employer of choice and is a positive investment in our most important asset you.

At the JFSC it is our policy to develop and maintain a positive health and safety culture to look after you, our visitors and contractors. Our H&S policy is in place to do this, making sure any risks are identified, assessed and controlled, and that the workplace is safe. Through our commitment to your H&S you know you are valued and respected and you can have confidence that we meet all of our responsibilities under the Health & Safety at Work (Jersey) Law 1989.

Your responsibilities

Whilst at work, you are also responsible for taking reasonable care of your own health and safety and that of your colleagues, particularly if they could be injured by something you do or don’t do. You need to take positive steps to make sure you work safely and don’t do anything reckless that could result in injury to yourself or others.

It is important when you join the JFSC, that you become familiar with the H&S policy and the risk assessment and that you attend the introductory H&S briefing when you start working at the JFSC.
**Reporting concerns**

You always need to be alert to any health and safety risks in your workplace. If you identify a risk you should take action to control it straight away, if you can and it is safe to do so, for example by moving a storage box that is blocking a fire exit. If it is not something you can do yourself, tell your line manager so Facilities can take the necessary action.

**Accidents**

Accidents at work must be reported to an appointed First Aid Officer who will provide treatment or call for additional medical help. A number of employees are qualified to provide first aid. A list of First Aid Officers, together with their locations, is available on the notice board on each floor and on the telephone list. Any accident will be recorded in the accident logbook by the First Aid Officer.

**Fire safety, Fire Marshals and First Aid officers**

At the JFSC we have fire and smoke detection equipment and alarm activation points located in the walk ways of the building. A number of people are trained as Fire Marshals to take lead and oversee an evacuation if the fire alarm was activated. They are trained to liaise with the emergency services and to let assembly point co-ordinators know when it is safe to return to the building. A number of First Aid Officers are also ready to assist if there is an accident or the need to evacuate the premises. They have either completed a one day Emergency Aid at Work course or a three day First Aid at Work course. If you would like to be trained as a Fire Marshal by the Fire and Rescue Service or as a First Aid Officer by St John’s Ambulance, please let the JFSC facilities team know.

**Close circuit television**

In addition to the JFSC’s comprehensive security system, we have in place Close Circuit Television (CCTV). Recorded images are monitored for the purpose of crime prevention and public safety. Should anyone have any questions or concerns relating to this CCTV they should contact the Head of Facilities. Cameras are sited in the ground floor reception areas and all entrances to the building. The JFSC may at its sole discretion and if necessary rely upon the footage as part of the Disciplinary process.

**Right of search**

Unauthorised removal of the JFSC’s assets from premises without authorisation is a serious offence and may lead to summary dismissal. The JFSC reserves the right to search employees and visitors, their handbags, rucksacks and other possessions, their vehicle and/or personal locker if a reasonable need should arise. If the JFSC has grounds for suspecting (including but not limited to) theft, fraud, breach of confidentiality, corruption, the police may be asked to investigate with a view to prosecution.