



## HEALTH AND SAFETY POLICY

|                      |                    |               |
|----------------------|--------------------|---------------|
| Policy owner         | Facilities Manager | November 2022 |
| Formally endorsed by | Trustees           |               |
| Review date          |                    | November 2023 |

## Health and Safety Policy

### Review Procedures

The Health and Safety Policy for St Paul's Steiner School is to be reviewed annually by the Facilities Manager in conjunction with Judicium and the Trustee responsible.

The next review of the Policy Document will be in September 2023.

### Amendments

It is the responsibility of Facilities Manager to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

| Amendment Number | Date of Issue  | Incorporation Details |           |            |
|------------------|----------------|-----------------------|-----------|------------|
|                  |                | Name                  | Signature | Date       |
| 1                | September 2017 | Tamara Allen          |           | 01/09/2017 |
| 2                | July 2018      | Helen Smither         |           | 05/07/2018 |
| 3                | August 2019    | Jack Stone            |           | 06/08/2019 |
| 4                | August 2020    | Jack Stone            |           | 17/08/2020 |
| 5                | August 2021    | Jack Stone            |           | 09/08/2021 |
| 6                | January 2022   | Alexandra Julin       |           | 05/01/2022 |
| 7                | November 2022  | Alexandra Julin       |           | 14/11/2022 |
| 8                |                |                       |           |            |
| 9                |                |                       |           |            |
| 10               |                |                       |           |            |

**St Paul's Steiner School  
Health and Safety Policy  
Statement of Intent**

|                    |                                 |
|--------------------|---------------------------------|
| <b>SCHOOL NAME</b> | <b>St Paul's Steiner School</b> |
|--------------------|---------------------------------|

The School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Organisation**

### **1.0 Introduction**

1.1 In order to achieve compliance with the Statement of Intent the school staff will have additional responsibilities assigned to them as detailed in this part of the Policy.

1.2 Contacts:

#### **Health & Safety Group**

Alexandra Julin, Facilities Manager - premises@stpaulssteinerschool.org

Tamara Allen, Administration Manager –  
schooloffice@stpaulssteinerschool.org

Anna Retsler, Head Teacher – are@stpaulssteinerschool.org

Ashad Auckburally, Business Manager – aau@stpaulssteinerschool.org

#### **Administration Manager**

Tamara Allen – schooloffice@stpaulssteinerschool.org

#### **Facilities Manager**

Alexandra Julin – premises@stpaulssteinerschool.org

#### **Educational Visits Co-Ordinator**

Residential Stays: Georgina Tate, Class Teacher -  
glt@stpaulssteinerschool.org

Day Trips: Anna Retsler, Head Teacher – are@stpaulssteinerschool.org

1.3 Competent Person:

Alexandra Julin, School Facilities Manager is the Competent Person for the school.

### **2.0 Health and Safety Group**

2.1 The Health and Safety Group have the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.

- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
  - d) Clear procedures are created which assess the risk from hazards and ensure safe systems of work.
  - g) The school's health and safety policy is reviewed annually.
  - h) This Policy is communicated adequately to all relevant persons.
  - i) Appropriate information on significant risks is given to visitors and contractors
  - j) Emergency procedures are in place.
  - k) Equipment is inspected and tested to ensure it remains in a safe condition.
  - l) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
  - p) Arrangements are in place to inspect the premises and monitor performance.
  - q) Accidents, Incidents and Near Misses are investigated and any remedial actions required are taken or requested and RIDDOR reports completed.
  - r) The activities of contractors are adequately monitored and controlled.
- 2.2 The Health and Safety Group monitor the successful attainment of these health and safety goals.

### **3.0 Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

3.1 This includes the Health and Safety Group, Facilities Manager and School Administrator.

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Health & Safety Group for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Senior Management Team.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them or refer to Health & Safety Group any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.

#### **4.0 Special Obligations of Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Health & Safety Group on health and safety and on additions or necessary improvements to furniture or equipment.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Health & Safety Group

#### **5.0 Obligations of All Employees**

5.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, colleagues and pupils
- b) Observe all instructions on health and safety issued by the Health & Safety Group or any other person delegated to be responsible for a relevant aspect of health and safety.

- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their immediate Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their immediate Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.

## **6.0 Obligations of Contractors**

- 6.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Facilities Manager of any risks that may affect the school staff, pupils and visitors.
- 6.3 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- 6.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the head teacher or her representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

## **7.0 Pupils**

- 7.1 Pupils, in accordance with their age and aptitude, are expected to:
  - j) Exercise personal responsibility for the health and safety of themselves and others.
  - k) Observe standards of dress consistent with safety and/or hygiene.
  - l) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
  - m) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **PROCEDURES AND ARRANGEMENTS**

### **Introduction**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and

to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

### **Accident Reporting, Recording and Investigation**

All staff are required to ensure that all accidents, incidents and near misses are reported to the Facilities Manager or a member of the First Aid Team who will ensure that the accident is investigated and reported to the Health and Safety Executive where appropriate. The First Aid Policy provides detail on the actions to be taken in the event of an accident.

### **Audit**

The Facilities Manager will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary.

Our external health and safety consultants, Judicium, will assist with this

process. **Behaviour Management/Bullying**

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

### **Cleaning**

The Facilities Manager and contracted cleaners are responsible for ensuring the safe cleaning of the school premises in accordance with the School's instructions.

### **Contractors**

St Paul's Steiner Project in cooperation with the Facilities Manager are responsible for the selection and management of contractors in accordance with the school policy.

St Paul's Steiner Project and The Facilities Manager are responsible for the supervision of contractors on the school premises.

### **Curriculum Safety (including out of school learning activities)**

The Health and Safety Group are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.



## **Display Screen Equipment**

The Facilities Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

## **Educational Visits and Journeys**

The Educational Visits Co-ordinator is responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Visits and Journeys.

All teachers must be familiar with this policy.

## **Electrical Equipment**

The Facilities Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Facilities Manager is responsible for ensuring that all portable electrical equipment is tested in annually.

All staff must be familiar with the school procedures and report any problems to the Facilities Manager/Health and Safety Group. Staff are reminded that they must not bring electrical equipment into school without permission.

## **Fire Precautions and Emergency Procedures**

The Health and Safety Group is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually or when significant change occurs.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken at least every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Regular testing of the fire alarm smoke detectors.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

## **First Aid**

### **The school First Aiders**

|                     |                     |                      |
|---------------------|---------------------|----------------------|
| Tamara Allen        | Heulwen Miller      | Alex Brew            |
| Rachel Steggall     | Anna Retsler        | Marina Cook          |
| Georgina Tate       | Lily Janas-Snell    | Achala Wickramaratne |
| Stephen Henshall    | Ethan Reeves        | Alexandra Julin      |
| Christopher Hammond | Kirsty Featherstone |                      |

### **Paediatric first aiders**

|                     |                   |
|---------------------|-------------------|
| Julia Allen         | Mita Nesi         |
| Elena Oliver Andres | Eriko Kawashima   |
| Sarah Newby         | Sevim Metin       |
| Stephanie Gill      | Very Garcia       |
| Maria Brooks        | Nicoletta Favetta |

First Aid supplies are kept in Classrooms and the reception area.  
Teachers are responsible for ensuring that their first aid boxes are fully stocked.

Tamara Allen (**main first aider**) is the appointed person responsible for ensuring that the stocks of supplies are kept up to date and that all staff have received first aid training appropriate to their roles and portable first aid kits are taken on all educational visits.

If the risk assessment dictates it is necessary, a qualified first aider will be present on the trip.

All staff must be familiar with the school arrangements for First Aid.

## **Hazardous Substances**

The Facilities Manager is responsible for ensuring that all cleaning products that may be hazardous to health are assessed before being used.

The cleaning products are stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. COSHH risk assessments are also completed and reviewed regularly or when significant change occurs.

All staff are reminded that no hazardous substances should be used without the permission of the Facilities Manager.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens

- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

### **Managing Medicines & Drugs**

No pupil is allowed to take medication at school without a letter of consent from his/her parent/carer.

The health policy for pupils provides detailed guidance and all staff should be familiar with this policy.

### **Manual Handling and Lifting**

The Facilities Manager who has completed manual handling training will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask for assistance.

Only move furniture and equipment within your own capability

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

### **Risk Assessments**

It is the Health and Safety Group's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Educational Visits Co-Ordinator will also ensure that risk assessments are completed by all staff who organise and lead school visits.

Risk Assessments must be submitted a week before an event or trip is due to take place to allow time for it to be checked and amended, if necessary

A risk assessment policy is available.

### **Staff Training & Development**

The Administration Manager is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for Leadership, College and Teacher meetings.

### **Visitors**

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

All visitors to the school are required to sign in on arrival and are given a visitors badge. Visitors must sign out when leaving the premises.

### **Working at Height**

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

A step stool or small step ladder must be used to hang decorations or displays. Standing on desks, chairs or other furniture is **not** permitted.

Assistance must be provided when using ladders. All staff who are working at height should receive appropriate training.

### **Slips trips and falls**

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes mopping floors and hazard spotting inspections.

A slips and trips policy and risk assessment are available.

### **Snow and ice**

A plan has been produced outlining the main pedestrian routes that the facilities team will strive to keep open during snowy and icy conditions. If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school.

### **Legionella**

Office Test provided advice and has assisted with the preparation of the school's legionella risk assessments and also sample water as per the risk assessments. The Facilities Manager oversees the day to day management of the school's water hygiene.

### **Asbestos**

No buildings leased by the schools contain ACMs (asbestos containing materials). Management reports are available for contractors from the Facilities Manager.

## **Playground and gate supervision**

Appropriate levels of supervision will be maintained in the playground and green area as described in the playground and green area risk assessments.

The Marquess Road and/or St Paul's Road entrances are manned by a member of staff at the following times:

8:15 – 8:30  
13:00 -13:15  
15:30 – 15:40

## **Smoking**

Smoking is not permitted anywhere on the school premises.

## **Pregnant members of staff**

The school's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'.

## **Students attending school whilst injured**

If a student has suffered an injury and requires crutches a personal risk assessment will be carried out accordingly.

## **Covid-19**

The school has put measures in place to ensure the safety of staff and students. 3 outside sinks have been installed to ensure all staff, students and contractors wash their hands upon entry to the school.

The government no longer requires every employer to explicitly consider COVID-19 in their Risk Assessments.

## **Health and Safety Policies**

- COSHH Policy
- Disaster Recovery Plan
- Fire Evacuation Policy
- Fire Safety Management Policy
- Food Safety Policy
- Health and Safety Policy
- Key Holding Policy

- Lockdown Policy
- Lone Working Policy
- Managing Contractors Policy
- Manual Handling Policy
- Risk Assessment Policy
- Slips and Trips Policy
- Working from Height Policy
- Working with Power Tools Policy