



HEALTH AND SAFETY POLICY

ST PAUL'S STEINER SCHOOL

Issue Number 2: June 2018

Reviewed Annually



ST PAUL'S STEINER SCHOOL

HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

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

The next review of the Policy Document will be in June 2019.

AMENDMENTS

It is the responsibility of Administration 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.

amdt No	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	Nov 2018	Tamara Allen		4/11/2018
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ST PAUL'S STEINER SCHOOL
HEALTH AND SAFETY POLICY

DISTRIBUTION OF COPIES

Master Copy	Administration Manager
Copy One	Health & Safety Group
Copy Two	Staff Room – all staff
Copy Three	Reception



HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

SCHOOL NAME	ST PAUL'S STEINER SCHOOL
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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:** _____

Facilities Manager

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

Helen Smither, Bursar (hsm@stpaulssteinerschool.org)

Jack Stone, Facilities Manager (jst@stpaulssteinerschool.org)

Tamara Allen, Administration Manager (schooloffice@stpaulssteinerschool.org)

Administration Manager and Educational Visits Co-Ordinator

Tamara Allen (schooloffice@stpaulssteinerschool.org)

Facilities Manager

Jack Stone (jst@stpaulssteinerschool.org)

1.3 Competent Person:

Jack Stone, School Facilities Manager is the Competent Person for the school.

2.0 HEATH 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 Business Manager and 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 Bursar 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 Administration 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

The Trustees in cooperation with the Bursar and Facilities Manager are responsible for the selection and management of contractors in accordance with the school policy.

The Facilities Manager is 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 Administration 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 every half 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 are:

Classes	Kindergarten
Tamara Allen	Julia Allan
Jane Akuwudike	Stephanie Gill
Anna Retsler	Elena Oliver Andres
Simone Freeman	Sarah Newby
Elizabeth Perrett	Lauren Robinson
Shefali Gudka	Very Garcia
Achala Wickramatne	Joanna McEwan
Rachel Steggall	Rebecca Chauncy
Cathy Brick	Eriko Kawashima
Zoe Russell	Mita Nesi
Kirsty Featherstone	Nicoletta Favetta
Lucy Mellor	

First Aid supplies are kept in Classrooms and reception area.

Tamara Allen is the appointed person and is responsible for ensuring that the stocks of supplies are kept up to date.

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.

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.

Smoking

It is illegal to smoke anywhere on the school premises.

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.

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.