

# General Health and Safety Policy

(Reviewed January 2018)

Prepared with reference to:

- Health & Safety at Work Act 1974
- Dfe publication 'Health and safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies' February 2014
- Management of Health and Safety at Work Regulations 1999

## 1. Introduction

- The School recognises and accepts that every one of its employees, pupils and visitors is entitled to a safe and healthy environment as specified under the Health & Safety at Work Act 1974 and associated legislation.
- It is the intention of the Board of Trustees that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The School's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

## 2. Policy

- It is the policy of the School to provide and maintain conditions and an environment that secures the health and safety of all employees, pupils and any other persons who could be affected by the School.
- The School regards the promotion of health and safety matters as a mutual objective of all management and staff who should work together in a positive way so that the possibility of personal injuries and hazards to the health of staff, pupils and others are reduced to a minimum as far as reasonably practicable.
- In particular the School recognises that it has the following duties:
  - To provide and maintain equipment and systems of work that are safe and without risk to health.
  - To provide such information, instruction, training and supervision that will ensure the health and safety of all employees.
  - To maintain any place of work under its control in a condition which is safe and without risk to health, and to provide safe means of entry and exit.

### **3. Responsibilities/Organisation**

#### **3.1 Responsibilities of the Board of Trustees**

In discharging their responsibilities, the Board of Trustees will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practice;
- Create and monitor a management structure for health and safety
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School, and, that it is implemented
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents connected with School-sponsored activities, including work experience

In particular, the Trustees undertake to provide as far as is reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the handling, storage and transportation of articles and substances;
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner; and
- Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

#### **3.2 Responsibilities of the School Administrator**

The School Administrator has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

The School Administrator will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

The School Administrator will meet regularly with staff from the different areas of the School to:

- Make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- Identify health and safety risks affecting employees, pupils and others in their areas.
- Assess these risks and ensure that appropriate steps are taken to minimise these risks as far as

possible.

- Ensure that all aspects of health and safety are considered so that the necessary resources are allocated.
- Demonstrate their personal concern with health and safety at work by personal example and commitment.
- Ensure that all staff are suitably trained in safe and healthy working practices and are made aware of the safety and health hazards.
- All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
- Ensure that staff, pupils and others comply with the H&S Policy and codes of practice and general requirements.

### **3.3 Responsibilities of all members of staff**

All staff must co-operate with the School Administrator to use and maintain a safe system of work at all times.

In particular, members of staff will:

- Be familiar with the Health and Safety Policy and all safety requirements laid down by the Trustees
- Ensure that staff, pupils, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied, particularly that any electrical equipment is in good working order and regularly tested
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled; cleaning staff should pay particular attention to the COSHH Regulations (*see COSHH policy*)
- Report any defects in the premises, plant, equipment and facilities that they observe to the School Administrator
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks;
- Carry out Risk Assessments on activities that they are responsible for
- Report all hazards and incidents that have led to injury and to co-operate in the investigation of accidents to help prevent a recurrence
- All staff must be particularly aware of the fire procedures and how and when to evacuate School buildings

- All staff should be aware of the locations of the first aid boxes. .

If any member of staff is in doubt or unsure about any of these important policies or procedures, they should consult with the School Administrator.

#### **4. Safety Education**

- One of the aims of the Steiner Waldorf curriculum is to enable children to apply personal and social skills to a range of contexts in their lives and to develop into young people and adults who can take responsibility and initiative in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- This curriculum, and the way that it is taught, promotes awareness of self, others, a healthy approach to life, health and risk management throughout the subject matter and age range
- Teachers address safety issues with classes in age-appropriate ways in relation to all subjects where this is appropriate and for all off site trips and activities

#### **5. Health & Safety Arrangements**

##### **5.1 Fire Safety (see Fire Policy in appendix)**

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
- All staff and pupils must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- If the fire alarms sound, everyone should leave the building by the nearest clear exit and go to the assembly point given on the fire action notices.

##### **5.2 Reporting Accidents (see First Aid policy in appendix)**

- The School Administrator is responsible for investigating accidents, keeping all safety records, arranging and monitoring fire drills, performing safety inspections and helping with risk assessments.
- If an accident occurs for which the first aider attending believes an ambulance is needed, it is their responsibility to ensure one is summoned and the School Administrator told of the incident immediately. If an accident occurs to anyone, which requires the use of a first aid box, a standard accident form must be completed.

- All accidents to staff, pupils and visitors must be reported, in writing, using the accident book. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The will ensure that the Health and Safety Executive is informed of reportable incidents.

### **5.3 Equipment**

- When new equipment is purchased, it is the responsibility of the Faculty member who buys it, with the assistance of the School Administrator as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH.

### **5.4 First Aid**

- First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- The School Administrator should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the School. These supplies should be checked on a regular basis by a qualified first-aider.

## **6. Visits**

Educational trips and visits **must** be organised in accordance with the School's "Safeguarding and promoting the welfare of children on activities outside the school" policy

## **7. Visitors to the School**

- All visitors to the School will sign in at the reception.
- Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, pupils and visitors to the School.

- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors necklace, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the office or off the site, as appropriate.
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the office for a '999' call may be the quickest way.

## **8. Security**

All staff should be conscious of all aspects of the security of people and property. Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, pupils and bona-fide visitors and contractors; staff should not hesitate to ask an unknown person if they need help, directions or take them to the office to sign in.

## **9. Arrangements**

The arrangements for managing different aspects of health and safety are set out in a series of policies. The following is a list of the School's important health and safety policies:

- Fire Policy
- Lost Child Policy
- First Aid Policy
- Physical Restraint Policy
- Child Protection Policy

## **10. Arrangements**

The Trustees will review this policy at least every two years and assess its implementation and effectiveness.

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### **Issue date**

This policy takes effect from September 2013

### **Review date**

This policy will be reviewed and revised by the School Administrator on an annual basis

### **Endorsement**

Full endorsement to this policy is given by:

Name: Julia Griffiths

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Position: Chair of Trustees, Cardiff Steiner School

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Signed: 

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Date: 14.09.15

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### **Related policies**

This policy should be cross-referenced to related School policies including:

- Accident and Incident Procedure and Policy
- First Aid Policy and Information
- Health and Hygiene Policy and Practice
- Fire Policy
- Lost Child Policy
- Physical Restraint Policy
- Child Protection Policy