



# Elmfield Rudolf Steiner School

## Health and Safety Policy

April 2019

<b>Policy Tracker – Responsibility for monitoring this policy:</b> <b>Simon Birch (Interim School Lead)</b> (Reviewed annually or in response to changes in legislation)			
<b>Date</b>	<b>Reviewed and Updated By:</b>	<b>Role</b>	<b>Date Approved by the Governing Board</b>
October 2017	Lesley Taberer	Bursar	
October 2017	Health & Safety Committee	Health & Safety	
17/05/18	Jenni Thorne – Trustee Health and Safety	Trustee – Council of Management	<b>22/05/18</b>
30/04/19	Lesley Taberer	Bursar	
07/05/19	Sue Dawson	Trustee – Health & Safety	<b>21/05/19</b>
15/7/20	Change of name update		

## GENERAL POLICY STATEMENT

- 1) The Council of Management of Elmfield school regards the promotion of Health & Safety as a mutual objective for the school, the teaching staff, the pupils and their parents.
- 2) It is therefore our policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards including our pupils in so far as they come into contact with our services.
- 3) Activities with a relatively high inherent risk which are carried out with a pedagogical or developmental purpose, must be considered / balanced against risks to Health and Safety through risk assessments undertaken.
- 4) In particular, the school has a responsibility:
  - ◆ To provide and maintain safe and healthy working conditions, taking into account any statutory requirements.
  - ◆ To provide training and instruction to enable staff and pupils to perform their work safely and efficiently.
  - ◆ To make available all necessary safety devices and protective equipment and to supervise their use.
  - ◆ To maintain a constant and continuing interest in health and safety matters applicable to the school and its activities, in particular by consulting and involving both staff and pupils wherever possible.
- 5) Staff and pupils have a duty to co-operate in the operation of this policy:
  - ◆ By working safely and efficiently.
  - ◆ By using the protective equipment provided and by meeting statutory obligations.
  - ◆ By reporting incidents that have led or may lead to injury or damage.
  - ◆ By adhering to procedures agreed on their behalf for securing a safe work place.
  - ◆ By assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.
- 6) The School is a strictly no smoking / vaping site at all times whether children are present or not.
- 7) Related documentation – DFE Health Protection in Schools and other Childcare Facilities – March 2019.

### **How to report or escalate a health and safety concern.**

In the same way that it is crucial that all staff know how and to whom they must report Child Protection concerns, all staff must know how and to whom they must report serious health and safety concerns.

Day to day concerns must be logged on the health and safety clipboard in the staff room or emailed to a member of the estates team. This is appropriate for concerns such as trip hazards, cracked windows and other every day concerns.

Serious concerns must be reported urgently to the Estates Manager as soon as practicable. If the Estates Manager cannot be located or is unavailable, the matter must be reported to the Bursar in person or via email. This is appropriate for serious concerns that the employee or volunteer regards as likely to cause very serious injury or death. For example, if unattended dangerous machinery has been left accessible to pupils, fire-fighting equipment has been disabled, you think there's a gas leak or a waist-level window in a second floor classroom has smashed.

## ORGANISATION

### How we are organised for safety and the responsibilities within our school:

1. Overall responsibility for Health and Safety at Work (HSW) is vested in the members of the Council of Management as 'employers' under the Health and Safety at Work etc. Act 1974. Final accountability for health and safety matters is held by the Chair of the Council of Management. They are supported by a Trustee with specific oversight for Health and Safety, appointed to ensure policies, procedures and resources in place within school, adequately enable compliance with legislative and regulatory requirements.
2. Operational responsibility is that of the Bursar. The Bursar will carry responsibility for safety organisation in particular areas including arranging, delegating and monitoring the following:
  - regular inspections of classrooms, play areas, common rooms, workshops, equipment and school grounds
  - management of chemicals / substances
  - induction training
  - emergency fire drills
  - risk assessment
  - ensuring potential hazards or problems are rectified or brought to the attention of the Health and Safety Committee.
3. The Health and Safety Committee provides a forum for discussion and consultation on all health and safety matters. The members have a continuous responsibility for applying safety arrangements and rules, for ensuring compliance, for providing supervision and for ensuring employees' instruction and training on our safety arrangements and rules.
4. All members of staff and pupils have the responsibility to co-operate with the school to achieve a healthy and safe workplace. They all have a duty imposed on them by The Health & Safety at Work Act to:
  - take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions
  - co-operate with the school in all measures taken to safeguard health and safety
  - report, in writing, to the appropriate member of the Health and Safety Committee any defects, which affect health and safety at work
  - be aware of the school's safety arrangements and those statutory provisions and safety rules which relate to their activity.
5. People with delegated responsibilities include:

○ Safety training	Bursar
○ Co-ordinating safety inspections	Bursar
○ Investigating accidents	Bursar
○ Maintenance of school equipment:	Bursar
○ Grounds & car parking	Estates Manager
○ Electrical	Estates Manager
○ COSHH	Bursar
○ Security	Estates Manager
○ Fire	Estates Manager
○ First Aid	Bursar

6. Staff are responsible for working / common areas allocated to them. In addition all staff are responsible for ensuring that fire exits and escape routes remain clear at all times.
7. All staff should note that disciplinary action will be taken against employees who disregard the requirements placed upon them by the statutory provisions or school rules relating to safety. Where the action or negligence of an employee endangers the safety of others, such action or negligence may be viewed by the School as an act of gross misconduct and may result in dismissal, and/or legal action against an individual.

## **GENERAL ARRANGEMENTS**

The purpose of this section is to show the way that the General Policy Statement is put into effect in practice. Together with the organisation it shows how everyone is involved in Risk Management.

### **Emergency Procedures – fire and evacuation**

- Fire Risks have been assessed and are monitored.
- Escape routes in the event of fire are clearly marked. There is a fire assembly point at the front of the school and on the back lawns for lower classes.
- Fire Drills are carried out once per term.
- Fire alarms are tested regularly.
- Fire extinguishers are maintained and checked on an annual basis and this is recorded.
- There is No Smoking/Vaping throughout the school and grounds.
- A Fire Risk Assessment is conducted on an annual basis.

### **Accidents and First Aid**

Separate policies and procedures are in place to specify the reporting requirements by staff and pupils of all accidents resulting in personal injury. Where appropriate (i.e. serious head injury, significant risk) this is followed by an investigation to determine the cause of the accident so as to remedy any faults. Accidents are reported regularly to the Health and Safety Committee. An accident report is completed for all accidents, and parents receive a copy of this. 'Near misses' are also recorded.

There are arrangements whereby first aid is given quickly to pupils or staff injured on the premises and emergency situations. These arrangements incorporate the use of outside medical and fire services.

### **Consultation**

The Health and Safety Committee provides a forum for consultation on health and safety issues, which meets on a half termly basis in term time. A list of the current members is held by the Bursar. Everyone is encouraged to raise any issues or concerns with any committee member and any suggestions as to improving general standards of health and safety will be welcomed. Any hazards should likewise be reported to the Health and Safety Committee. The Bursar reports current significant Health and Safety matters at each Council of Management meeting.

## **Housekeeping and Storage**

Good school housekeeping is considered to be the foundation of our safety programme in which everyone must play a part. There are arrangements for:

- ◆ The proper storage of clothing, equipment and waste.
- ◆ The provision of adequate space for machinery and desks.
- ◆ Providing adequate and clearly marked walkways and escape routes.
- ◆ Maintaining clean classrooms and washing, toilet, kitchens and first aid facilities.
- ◆ Maintenance work done at a height over two metres, in confined spaces, on certain electrical equipment, or in close proximity to teaching or playing activities, may require a Permit to Work, risk assessment and/or method statement.

## **Maintenance of safety equipment**

Maintenance of equipment on which personal safety depends is the responsibility of the staff in charge to ensure arrangements for:

- ◆ regular examination of ladders
- ◆ examination and testing of playground equipment
- ◆ inspection of machine safety devices
- ◆ examination and testing of electrical apparatus and the installation of electrical equipment and wiring by competent personnel. All defective equipment will be withdrawn from use until the faults are rectified.

New electrical items requiring PAT testing are identified in the buildings risk assessment checks. PAT testing is carried out at least every two years. Any member of staff introducing new materials or equipment is responsible for setting in place procedures to ensure suitable safe practices, and will report on these to the Health and Safety Committee. Arrangements incorporate the issue of safety instruction sheets on such materials to the group concerned.

## **Maintenance of buildings**

Regular safety inspections of teaching and play areas are undertaken in accordance with a timetable agreed by the Bursar. Where it is reasonably practicable to do so, teachers will initiate remedial action as a result of the inspections to correct potentially harmful situations.

## **Personal Protective Equipment**

In practical activities every effort is made to provide the most suitable type of personal protective equipment for the activity involved in consultation with the teacher and the Health & Safety Committee.

## **Risk Assessments**

Risk Assessments to comply with the Management of Health and Safety at Work Regulations 1999 are prepared, approved and continuously updated. They will be available at any time for information purposes. They are held by the Health and Safety Administrator.

Our risk assessment programme covers the following areas:

- buildings
- car parking
- playground
- field trips, expeditions and visits
- school activities
- fire

These assessments will be reviewed on an annual basis or whenever the work activity changes or new equipment is introduced. An electronic database of risk assessments is maintained.

## **Safe use and handling of substances**

All processes involving the use of **potentially harmful substances** must be identified and carefully assessed under COSHH regulations. The safety data sheets will give important information on First Aid instructions. The necessary precautions are instituted after consultation with staff and pupils concerned.

## **Information, instruction and supervision**

Instruction of pupils in safe working methods and the maintenance of these methods are amongst the duties of teaching staff. They must also initiate any steps to improve unsafe conditions. Visitors, outside organisations and contractors are inducted appropriately by the Estates Manager. All visitors sign in and out at reception.

## **Competency for tasks and training**

Induction training is provided for all new employees and health and safety issues are an important aspect of this introduction to the School. Specific training needs that have been identified are:

- Health and Safety in the Workplace
- First Aid
- Fire extinguisher training
- Food Hygiene
- Fire Training
- Child Protection

New staff are required to complete an induction regarding health and safety.

Supporting policies:

- Risk Assessment
- Health and Safety on Class Trips
- First Aid
- Fire Risk Assessment