



## HEALTH AND SAFETY POLICY 2016

### STATEMENT OF INTENT

In accordance with Section 2 (3) of the Health & Safety at Work Act 1974

The York Steiner School Board of Trustees, hereafter referred to as BoT accords the highest priority to health and safety and will ensure so far as is reasonably practicable the health, safety and welfare of all employees, pupils, students, visitors and contractors whilst at work or visiting York Steiner School. This policy means that The BoT will confirm to all its legal requirements and appropriate codes of practice and will take any additional measure it considers necessary to manage its affairs to ensure compliance with the policy.

The BoT will ensure so far as is reasonably practicable:

- the practical application of this policy
- areas of responsibility for better health and safety are defined as appropriate
- the policy statement is brought to the attention of all employees

The BoT will provide means of consultation on relevant health and safety matters for all employees and will seek specialist advice from other organisations as appropriate.

The full support and commitment of all employees will be sought to achieve high and continually improving standards of health and safety within York Steiner School.

The policy will be reviewed on a regular basis and revised as necessary.

### ***Approval & Review***

This policy has been approved by the Board of Trustees on

3<sup>rd</sup> March 2016

Policy review date:

February 2017



## Table of Contents

STATEMENT OF INTENT .....	1
Approval & Review .....	1
1. RESPONSIBILITIES .....	4
1.1. Board of Trustees .....	4
1.2. School Management Group.....	5
1.3. School Administrator .....	6
1.4. Individual Employees .....	7
2. ARRANGEMENTS .....	8
2.1. Access and Egress .....	8
2.2. Accidents and Dangerous Occurrences.....	8
2.3. Control of Substances Hazardous to Health.....	9
2.4. Contractors.....	9
2.5. Electricity.....	9
2.6. Equipment and Machinery .....	10
2.7. Fire.....	10
2.8. First Aid (see separate policy).....	10
2.9. Asbestos.....	10
2.10. Manual Handling .....	11
2.11. Food Safety and Hygiene .....	11
2.12. Housekeeping .....	11
2.13. Personal Protective Equipment.....	11
2.14. Risk Assessment .....	12
2.15. Safety Inspections.....	12
2.16. Safety Monitoring.....	12
2.17. Signs .....	12
2.18. Safe Systems of Work .....	13
2.19. Training .....	13
2.20. Working Environment.....	13
2.21. Violence to staff .....	13
3. REVIEW.....	14
4. SAFETY ARRANGEMENTS MANUAL .....	14

# **1. RESPONSIBILITIES**

The responsibility for health and safety in the school extends throughout the school with responsibilities apportioned as below.

## **1.1. Board of Trustees**

The BoT will ensure so far as is reasonably practicable:

- The provision of plant and equipment which is safe to use when correctly operated
- The provisions of systems of work that are safe and without risk to health
- Arrangements for the safe handling, storage and transport of articles and substances which are inherently or potentially dangerous
- The provision of safe means of access to and egress from any part of the school building and associated surroundings
- The provision of necessary welfare facilities
- The provision and maintenance of a safe place of work for employees, pupils and contractors
- Statutory requirements are observed and any relevant records and reports are in order
- The provision of any necessary information, instruction, training and supervision to
- ensure the health and safety of employees, pupils and contractors
- The proper supervision of pupils at all times while on school premises or organised school outings.

**On a day to day basis these duties will be delegated to the relevant bodies e.g the Estates Mandate, the Education Mandate and the Early Years Mandate**

## 1.2. School Management Group

The SMG has a responsibility to:

- Understand this Health and Safety policy and to accept safety responsibility for all operations under their control
- Ensure that all employees understand the policy and comply with the safety regulations of the school
- Ensure that all employees carry out work safely and without risk to health
- Identify the training needs of all employees and ensure that safety training is an integral part of induction and subsequent job training
- Carry out periodic safety checks
- Ensure that defects in premises, plant and equipment are reported promptly, through the normal procedures operating in the school
- Ensure that safety equipment is adequate and used as necessary
- Establish where necessary, emergency procedures in the event of fire, serious illness or injury
- Ensure that all employees know what to do in the event of fire, and where to go and who to see for First Aid
- Ensure that all accidents are recorded and reported to the appropriate authorities
- Investigate all accidents and take appropriate steps to prevent recurrence
- Seek co-operation from all employees in an effort to create a safe environment and elimination of potential hazards
- Ensure that facilities provided for the public are adequate as far as safety is concerned and that the work carried out by employees does not adversely affect the safety or health of the public

### **1.3. School Administrator**

The School Administrator has a responsibility to ensure:

- The day to day management of health and safety in accordance with the health and safety policy
- Ensuring action is taken on health and safety issues
- Information received on health and safety matters is communicated to appropriate people and registering appropriately any responses to such communication.
- Ensuring health and safety regulations are implemented
- Identifying health and safety training needs
- Ensuring accident investigations are carried out as appropriate
- Liaising with the BoT and the SMG on policy issues and any problem with implementing the health and safety policy
- Ensuring risk assessments are carried out
- Ensuring the fire precautions are properly maintained

## 1.4. Individual Employees

Individual employees have a responsibility to:

- Understand the Health and Safety policy of the school
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Observe the laid down systems of safe working and to take any precautions necessary
- Use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use
- Make use of safety aids, appliances, equipment and protective clothing where necessary
- Not intentionally or recklessly to interfere with or misuse anything provided in the interest of health, safety or welfare
- Report immediately to the School Administrator any unsafe conditions or defects in plant and equipment
- Report immediately any accident that should occur. Where a piece of plant or equipment is involved, it must not be interfered with, and action must be taken for its removal from use and its secure retention pending investigations of the accident
- Know the correct action to take in the event of fire
- Co-operate with the BoT and the SMG to enable them to carry out their duties under the Health and Safety at Work Act
- Seek safety advice if uncertain, through the designated Health and Safety officer, currently Maurice Dobie
- Bear in mind, where appropriate, the health and safety of pupils and visitors, who may be affected by the work being done by employees

## **2. ARRANGEMENTS**

The following arrangements are considered to be necessary for the provision and maintenance of a safe and healthy working environment

### **2.1. Access and Egress**

Cleanliness, freedom from obstacles and flammable materials, prompt attention to damage by wear and tear and the provision of and maintenance of clear signs and notices will be ensured by regular checks carried out by the School Administrator.

### **2.2. Accidents and Dangerous Occurrences**

If an accident occurs within the school or its environs it shall be reported so that in the case of injury the person (s) receive appropriate treatment, and so that appropriate steps can be taken to prevent a repetition of the accident. Any accident that results in personal injury or injury to a third party, shall be reported as soon as reasonably practicable.

For Early Year parents and /or carers should be informed the same day (or as soon as is reasonably practicable) of any accident or injury sustained by the child and of any first aid treatment given.

The recording and investigating of accidents shall be carried out by the School Administrator.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) types of injury and incidents arising from work activities, have to be reported to the local enforcing authority. Depending on the severity and potential for harm it is necessary to notify the enforcing authority immediately by the quickest practicable means, normally by telephone, and additionally within ten days to submit a written report using Form F5208.

The School Administrator shall be responsible for reporting any accident subject to RIDDOR.

All accidents should be recorded in the 'accident book' located in each teaching space. A record should be given to the Administrator to facilitate efficient monitoring.

## **2.3. Control of Substances Hazardous to Health**

The Control of Substances Hazardous to Health Regulations 1998 require that a suitable and sufficient assessment is carried out to ensure the safe use of any substance hazardous to health.

The policy of the school is to use non-hazardous substances where possible. Where this cannot be achieved a safety data sheet for the substance must be obtained from the supplier who has a legal obligation to provide such information. The teacher responsible for procuring the substance shall be responsible for carrying out a COSHH assessment if required. The COSHH assessment shall indicate the correct use of the substance and any personal protection required by the user.

All safety data sheets and assessments shall be filed in a prominent location to enable free access by all interested parties.

Before any hazardous substance is used, the user must be advised of the risks involved. All hazardous substances must be stored in a secure and safe location.

## **2.4. Contractors**

Any relevant safety procedures and hazards relating to the school shall be brought to the attention of the contractor before work commences so that safe working practices by the contractor can be established.

Contractor work will normally be arranged through the School Administrator who will ensure so far as is reasonably practicable that safe systems of work are used by the contractor employees.

## **2.5. Electricity**

Electrical installations are designed, installed, operated and maintained to protect electrical danger and or personal injury.

## **2.6. Equipment and Machinery**

All equipment and machinery shall be operated and maintained in accordance with manufacturer's instructions. All dangerous machinery shall be adequately guarded and complies to the requirements of the Provision and Use of Work Equipment Regulations 1998.

## **2.7. Fire**

All members of staff shall be familiar with appropriate fire precautions including the means of sounding the alarm, means of escape routes and assembly point for roll call, and the location of firefighting equipment.

The School Administrator is responsible for ensuring that all fire fighting equipment is correctly maintained and that all the staff are trained in its use. The School administrator shall ensure that regular fire drills are carried out.

As required under the Regulatory Reform (Fire Safety) Order 2005 a Fire Risk Assessment has been carried out and will be reviewed and revised as necessary.

## **2.8. First Aid (see separate policy)**

In accordance with the First Aid at Work Regulations 1981, first aid facilities are available. Supplies for first aid boxes are maintained by a designated First Aid Team. Boxes are located in the sickroom and each teaching space. In the event of a pupil attending hospital for treatment, the pupil shall be accompanied by a school representative or other responsible person nominated by the school. The Class Teacher shall be responsible for informing the pupil's parents or guardians, of the situation.

## **2.9. Asbestos**

All staff have been made aware of the location of the Asbestos register and all contractors should be asked to sign the register to say they have understood where asbestos is located in the building.

A separate Asbestos Management Policy is located in the school office.

## **2.10. Manual Handling**

Pupils and staff must only lift equipment and furniture within their own individual capability. Manual handling training will be provided for appropriate members of staff.

## **2.11. Food Safety and Hygiene**

In order to prevent hazards arising from food preparation equipment, the equipment will be adequately maintained. High standards of personal hygiene shall be maintained by all food handlers.

## **2.12. Housekeeping**

Good housekeeping is a fundamental part of the health and safety programme in which everyone must play a part. Good housekeeping involves:

- Maintaining clean working areas, play areas, washing and toilet facilities
- Proper storage of materials and equipment
- Maintaining adequate walkways free from slipping, tripping and falling hazards

## **2.13. Personal Protective Equipment**

In accordance with the Personal Protective Equipment Regulations 1992, suitable personal protective equipment appropriate to the specific hazard of the task being carried out shall be provided to anyone exposed to the specific hazard. PPE is not considered a first choice measure except in exceptional circumstances.

## **2.14. Risk Assessment**

In addition to specific risk assessments carried out under other legislation such as COSHH and Manual Handling Operations Regulations, general risk assessment as required under the Management of Health and Safety at Work Regulations 1999, shall be carried out. The assessments shall identify potential hazards and any risk reduction actions already being carried out together with any further actions which may be required to control or eliminate risk.

## **2.15. Safety Inspections**

Pro-active management of health and safety requires the identification of hazards and potential accidents before they can cause injury to people or damage to equipment, buildings or the environment. Inspections provide an opportunity to discover bad housekeeping, condition of floors, passages, stairs, inadequate water disposal, poor lighting, inadequate fire precautions and failure to use appropriate protective equipment.

Safety inspections shall be carried out each term by an independent health and safety adviser. A report will be submitted to the School administrator who will ensure that any appropriate remedial action is taken.

## **2.16. Safety Monitoring**

The School Administrator will monitor the Health and Safety Policy to assess whether it is being pursued effectively and that safety standards are satisfactory.

## **2.17. Signs**

Safety signs conforming to the Health and Safety (Safety Signs and Signals) Regulations 1997 shall be displayed where there is a danger to health and safety. Such signs shall be maintained in good condition.

The Health & Safety Law Poster is located in the Office.

## **2.18. Safe Systems of Work**

Before a new project or extra curricular activities are planned, the teacher concerned shall consider the health and safety implications. This can be achieved by carrying out a simple risk assessment.

## **2.19. Training**

All employees shall receive training in the appropriate requirements necessary for their health and safety. Update and refresher training shall be provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures.

New employees shall receive induction training on health and safety and will be provided with a copy of the health and safety policy and the contents explained to them.

## **2.20. Working Environment**

A comfortable working environment shall be provided in accordance with the requirements of Workplace (Health, Safety and Welfare) Regulations 1992. These include heating, lighting, ventilation, toilets, washing facilities etc.

## **2.21. Violence to staff**

The school is fully committed to:

- a) Introducing measures for reducing the risk of violence at work
- b) providing all necessary support to employees who have been subject to abuse, threat or assault including the provision of counselling and legal advice where appropriate

### **3. REVIEW**

Systems and procedures shall take into account any changes which may have subsequently developed and which may have an effect on existing health and safety policy.

### **4. SAFETY ARRANGEMENTS MANUAL**

A comprehensive safety arrangements manual is available which provides detailed requirements for all the safety arrangements applicable to activities carried out at York Steiner School.