

Health and Safety Policy

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Approved by: College of Management
Council of Trustees
Date: November 2017
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Review: Feb 2018 by ML update of organisational arrangements and named individuals
Date for next review: October 2019

Policy Statement

South Devon Steiner School notes the provisions of the Health and Safety at Work, etc. Act 1974 (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety.

This includes a responsibility to take all reasonably practicable steps to safeguard the health and safety of pupils, staff, parents, contractors and others using the school premises or participating in school-sponsored activities both on the school site and away from it.

Policy Aims

Our aim is to provide a safe and healthy working, learning and living environment for staff, pupils, visitors and tenants.

The premises provide the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence.

It is the responsibility of the management team and trustees to ensure this is the case.

Areas of Particular Relevance

The school will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to regulations in:

- Management of health and safety, especially via risk assessment
- Control of substances hazardous to health (COSHH)
- First aid arrangements
- Fire safety arrangements
- Maintenance of electrical systems
- Personal protective equipment (PPE)
- Display screen equipment
- Manual handling operations
- Asbestos
- Legionella

- Working at height
- Noise

Procedure

Duties of the Employer

For the purposes of these duties, the Trustees are the employer.

In the discharge of their duty the trustees, in consultation with the Health & Safety Officer (HSO) and other administrators and support staff, will:

1. Make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other relevant health and safety legislation and codes of practice, in particular, the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
2. Ensure that there is an effective and enforceable policy for the provision of health and safety
3. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
4. Identify and evaluate all risks relating to:
 - a. Educational activities
 - b. Accidents
 - c. Health
 - d. School trips
 - e. Boarding
 - f. School-sponsored activities, including work experience
5. Ensure that the management of the school identifies and evaluates risk control measures in order to select the most appropriate means of minimising risk to all users of the premises and site.

In particular, the trustees undertake to provide:

1. Safe means of entry and exit to the premises and site
2. Plant, equipment and systems of work which are safe
3. Safe arrangements for the handling, storage and transport of articles and substances
4. Safe and healthy working conditions which take account of all appropriate:
 - a. statutory requirements
 - b. codes of practice whether statutory or advisory
 - c. guidance whether statutory or advisory
5. Appropriate supervision, training and instruction
6. Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
7. Adequate welfare facilities

So far as is reasonably practicable arrangements will be made for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- This policy
- All other relevant health and safety matters

- Instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of the Responsible Person

In this school the Health & Safety Officer (HSO) is the Responsible Person.

As well as the general duties which all members of staff have (see below), the HSO will be responsible for arranging, delegating and monitoring the day-to-day maintenance and development of safe working practices and conditions for all people using the premises.

The HSO, together with the School Leadership Team, is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In particular, the HSO will:

1. Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other relevant health and safety legislation and codes of practice or guidance
2. Ensure, at all times, the health, safety and welfare of those using the premises or taking part in school-sponsored activities
3. Ensure safe working conditions
4. Ensure safe working practices and procedures including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
5. Consult with members of staff, including health and safety representatives, on health and safety issues
6. Arrange systems of risk assessment to allow the identification of potential hazards
7. Carry out or arrange periodic reviews and safety audits by competent persons
8. Identify the training needs of staff and ensure that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
9. Encourage all people using the premises and site to promote health and safety and comply with requirements and policies, taking action on non-compliance as required
10. Ensure that any defects in the premises or its plant, equipment or facilities that relate to or may affect health and safety are made safe without delay
11. Encourage all employees to report any incidents, hazards or defects and suggest ways and means of reducing risks
12. Collate accident and incident information and, when necessary, carry out accident and incident investigations
13. Monitor incidents and trends

Duties of the Health & Safety Team

In this school the Health & Safety Team (HST) supports the HSO in arranging, delegating and monitoring the day-to-day maintenance and development of safe working practices and conditions for all people using the premises. The HST supports the HSO in taking all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

The HST comprises the following roles (minimum):

- Trustee with health and safety responsibility: Christopher Cooper (at the time of review)
- HSO: Marcus Link (at the time of review)

- A minimum of one administrator outside of the HSO: Kaycee Fordham (at the time of review)
- A minimum of one teacher: Mark van Vliet (at the time of review)
- First Aid Coordinator: Martine Liddle (at the time of review)
- And in a limited capacity the Receptionist: Becky Morrow (at the time of review)

Duties of Supervisory Staff

The school's supervisory staff includes the following roles:

- Health & Safety Officer
- Members of the HST
- First Aid Coordinator
- Fire Marshals
- First Aiders
- Caretaker
- All members of the SLT
- All members of College
- Department Chairs for Early Years, Lower School and Upper School
- If not included in the above:
 - Outdoor Classroom Teacher
 - Head of Science
 - Ed Support Lead(s)
 - Head of Crafts
- Maintenance Supervisor
- Class teachers and subject teachers with room allocations and with respect to any volunteers

Any supervisory staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant and will communicate these to those in their care.

In addition to the general duties that all members of staff have, they will be directly responsible to have overall day-to-day responsibility for the implementation and operation of the health and safety policy **within their areas of responsibility**.

They will take a direct interest in the health and safety policy and in helping others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

1. Safe methods of working exist and are implemented throughout their area of responsibility
2. Health and safety regulations, rules, procedures and codes of practice are being applied effectively
3. Staff, pupils, volunteers and others under their jurisdiction are instructed in safe working practices
4. New employees are given instruction in safe working practices, including fire arrangements
5. Regular risk assessments and safety inspections are made of their area of responsibility as necessary
6. Positive, corrective action is taken where necessary to ensure the health and safety of all premises users

7. All plant, machinery and equipment is adequately guarded and in good and safe working order
8. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available
9. Toxic, hazardous and highly flammable substances are correctly used, stored and labelled
10. They monitor the standard of health and safety throughout their area of responsibility and encourage the highest possible standards of health and safety
11. They report, as appropriate, any health and safety concerns to the appropriate individual
12. They will also be asked to report back to the Health & Safety Team (HST) on a regular basis.

Duties of All Staff

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular, all members of staff will:

1. Be familiar with the health and safety policy
2. Ensure health and safety regulations, rules, routines and procedures are being applied effectively
3. Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
4. Report any defects in the premises, plant, equipment and facilities which they observe
5. Report any accidents, incidents or near-misses they have observed or been party to **without delay**
6. Take an active interest in promoting health and safety and suggest ways of reducing risks
7. Positively encourage pupils to participate in good health and safety practices

Duties of Pupils

All pupils have a responsibility to co-operate with the school to achieve a safe and healthy workplace. Under the Health & Safety at Work Act, they have a duty to:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions
- Adhere to the school's safety rules
- Report any issues in writing to the Health & Safety Officer or Deputy

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the school then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices. The Health & Safety Officer, the Health & Safety Team and/or the coordinator of a particular activity will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are hired to persons outside the employ of the school, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this policy, that they comply with the school's safety directives and that they will not without the prior consent:

1. Introduce equipment for use on the premises
2. Alter fixed installations
3. Remove fire and safety notices or equipment

4. Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3–4 of the Health and Safety at Work, etc Act 1974.

Staff Consultative Arrangements

The aim of the consultative approach described below is to cover all appropriate areas of work and special hazards.

All meetings at the school including department meetings for Upper School, Lower School, Early Years and Non-Teaching Staff and Collegiate (teaching faculty) as well as College of Management and the Council of Trustees, will have a standing agenda for health and safety matters. If a member of HST is not part of the meeting in question, the HSO or member of the HST will be invited on a termly basis by the chair of the meeting to speak on health and safety related matters.

The HSO will also regularly ask for times on the agendas to attend meetings in order to consult, and give briefings on specific subjects including fire safety, first aid, school trips and general health and safety duties and responsibilities, training and inductions.

Business Continuity Arrangements

The Administrators will ensure that a business continuity plan is prepared to cover all foreseeable major incidents that could put at risk people using the premises or entering or leaving the site. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

1. Save life
2. Prevent injury
3. Minimise loss

This sequence will determine the priorities of the emergency plan.

Compliance

- Independent School Standards:
https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf
- Health & Safety at Work Act 1974:
http://www.legislation.gov.uk/ukpga/1974/37/pdfs/ukpga_19740037_en.pdf
- Management of Health & Safety Regulations 1999:
http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf

Linked Policies

- Risk Assessment Policy
- Fire Safety Policy
- First Aid Policy
- Security Policy
- Business Continuity Plan

Information/advice/guidance:

- Sensible health and safety management in schools (HSE):
<http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>