

## Health and Safety Policy February 2019

**Reviewed By:** Isla Lunan

**Reviewed on:** February 2019

**Next review:** February 2021

**Related Policies:** Fire Policy, Food Safety & Hygiene Policy and Food Preparation Procedures, Candle Safe Use Policy, Supporting Pupils with Medical Conditions Policy, Security Policy & Procedures, Lone Working Policy

### Endorsement

Full endorsement is given to this policy by:

**Name:** Toby Carter

**Position:** Cambridge Steiner School Trustee

**Signed:**



**Date:** February 2019

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### Further Reading, Associated Documents and Legislation

Health and Safety Executive (HSE) – [www.hse.gov.co.uk](http://www.hse.gov.co.uk)

Health and Safety at Work, etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Health and Safety (Display Screen Equipment Regulations) 2002

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### 1. Introduction

The Cambridge Steiner School (the 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, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

An aim of the School is, *“To provide a safe and healthy working and learning environment for staff, pupils and visitors.”*

The overall responsibility for health and safety at the School is held by the Board of Trustees who will:

1. Ensure that health and safety has a high profile
2. Ensure adequate resources for health and safety are made available
3. Consult and advise staff regarding health and safety requirements and arrangements
4. Periodically monitor and review local health and safety arrangements.

The School Coordination Team, and in particular the Resources Coordinator, who is the nominated Health & Safety Officer, will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while taking part in school-sponsored activities.

The arrangements outlined in this statement and the various other safety provisions made by the School cannot ensure guaranteed safe and healthy working conditions in all circumstances. The School believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

## **2. Procedure**

### **2.1 Duties of the Resources Coordinator**

1. In the discharge of their duty the Resources Coordinator, in consultation with Trustees and School Coordination Team, will:

- make him/herself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to:
  - accidents
  - health
  - school-sponsored activities, including work experience
  - identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

2. In particular, the Resources Coordinator undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exit
- plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate:

- statutory requirements
  - codes of practice, whether statutory or advisory
  - guidance, whether statutory or advisory.
  - supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner
  - necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
  - adequate welfare facilities.
3. So far as is reasonably practicable, the Resources Coordinator will make arrangements for all staff, including fixed-term, temporary, voluntary workers and helpers, 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.
4. As well as the general duties which all members of staff have (see 2.3), the Resources Coordinator has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school, and will take all reasonably practicable steps to achieve this end through the appropriate departments, senior members of staff, teachers and others as appropriate.
5. The Resources Coordinator 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.
6. In particular, the Resources Coordinator will:
- be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school
  - ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
  - ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
  - ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
  - consult with members of staff, including the safety representatives, on health and safety issues

- arrange systems of risk assessment to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessment
- identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage staff, pupils and others to promote health and safety
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- encourage all employees to suggest ways and means of reducing risks
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- monitor first aid and welfare provision.
- Ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken;

## 2.2 Duties of the School Coordination Team

1. In addition to the general duties which all members of staff have, the School Coordination Team have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
2. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
3. As part of their day-to-day responsibilities they will ensure that:
  - safe methods of working exist and are implemented throughout their department
  - health and safety regulations, rules, procedures and codes of practice are being applied effectively
  - staff, pupils and others under their jurisdiction are instructed in safe working practices
  - new employees working within their department are given instruction in safe working practices
  - regular safety inspections are made of their area of responsibility
  - positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
  - all plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order
  - all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
  - appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
  - toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled

- they monitor the standard of health and safety throughout the area in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety, and report those who consistently fail to consider their own well-being or the health and safety of others to the Resources Coordinator
- all the signs used in the department in which they work meet the statutory requirements
- all health and safety information is communicated to the relevant persons
- they report, as appropriate, any health and safety concerns to the Resources Coordinator

### **2.3 Duties of All Members of Staff**

1. All 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 that are relevant to the work of the department in which they work. They should:
  - take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
  - co-operate with the School Coordination Team so far as necessary to ensure that statutory duty or requirement be performed and complied with.
2. 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.
3. In particular all members of staff will:
  - be familiar with this Health & Safety Policy, and any and all safety regulations as laid down by the school coordination Team/ resources coordinator
  - ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
  - see that all plant, machinery and equipment is adequately guarded and in good and safe working order
  - not make unauthorised or improper use of plant, machinery and equipment
  - use the correct equipment and tools for the job and any protective equipment or safety devices which may be required/supplied
  - ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
  - report any defects in the premises, plant, equipment and facilities which they observe
  - take an active interest in promoting health and safety and suggest ways of reducing risks.

### **2.4 Hirers, Contractors and Others**

1. When the premises are used for purposes not under the direction of the Resources Coordinator, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
2. The Resources Coordinator or the principal person in charge of the activities 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.

3. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
4. 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 school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Resources Coordinator and that they will not without the prior consent of the resources coordinator:
  - introduce equipment for use on the school premises
  - alter fixed installations
  - remove fire and safety notices or equipment
  - take any action that may create hazards for persons using the premises or the staff or pupils of the school.
5. 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.
6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Resources Coordinator will take such actions as are necessary to prevent persons in his or her care from risk of injury and may wish to consult with the Health & Safety Executive for guidance and possible enforcement of the legislation.
7. The Resources Coordinator draws the attention of all users of the school premises (including hirers and contractors) to S.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **2.5 Staff Consultative Arrangements**

Health and safety matters will be discussed at the School Coordination Team and/or Trustee meetings as required. Members of the School Coordination Team are to ensure that items are disseminated for discussion and/or action with all members of staff through department and team meetings.

### **3. Codes of Practice and Safety Rules**

1. In consultation with the Resources Coordinator (where appropriate) and taking into account the requirements of this statement, the School Coordination Team will approve (where necessary) codes of practice for the observation of safety requirements in the School.
2. From time to time, the Health and Safety Executive and other regulatory or advisory bodies, such as Schools Education Advisory Committee, will issue codes of practice on particular topics for the guidance of schools and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures if deemed appropriate. If any member of staff considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Resources Coordinator that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.
3. The following rules relate to health and safety and therefore it is the responsibility of all staff to make sure that all children, as well as adults, comply.

- a) General rules
  - Always sit down when eating or drinking.
  - Food and drink is only consumed in the classroom (or other appropriate areas for staff).
  - Always walk in the corridors – no running!
  - No throwing of hard objects and no kicking objects.
  - Children may go into lobbies and classrooms only with a teacher's permission.
- b) Rules for outside play
  - Hard objects are not to be thrown.
  - Fences and gates must not be climbed or swung on.
  - Trees are not to be climbed (Lower School).
  - No climbing on any part of the building or on sheds.
  - Always ask a teacher's permission before retrieving something from outside a play area.

#### 4. Risk Assessment

1. Risk assessments are carried out and in place for the premises, methods of work and all school-sponsored activities. The risk assessments identify all risks, level of risk, who might be affected, the necessary risk control measures in place and any additional measures or remedial actions.
2. These are fully reviewed no less than annually, at the beginning of each term or more frequently as appropriate. Staff are recommended to continuously consult, review and update risk assessments, noting any items that present a risk or any maintenance needs. These checks are handed to the Resources Coordinator, and the correct action taken to address risks and ensure maintenance is carried out.
3. When a member of staff introduces a new activity or recognises a new play activity amongst the children, an assessment of risk should be made.
4. Teachers should also ensure that children are aware of the possible dangers and reiterate any relevant school rules (in an age appropriate manner).

#### 5. Emergency Plans

1. The Resources Coordinator will ensure that an emergency plan is prepared to indicate the actions to be taken in the event of a fire or other 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.

2. The plan will be agreed by the School Coordination Team.
3. There will be regular (minimum once per term) 'fire/emergency evacuation practices' to ensure that all staff and pupils are familiar with the procedures.
4. The outcome of all such practices will be recorded by the Resources Coordinator, including any issues and suggestions for improvements. The procedures will be updated accordingly and/or any other remedial steps taken.

## 6. First Aid

1. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
2. The number of certificated first aiders will not, at any time, be less than the number required by law.
3. Supplies of first aid material will be held at various locations throughout the school. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
4. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
5. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment, either on the school premises or as part of a school-related activity.
6. The School's First Aid Policy will be available on our website and from the School Office.

## 7. Food Hygiene

The School's Food Safety & Hygiene Policy is available on our website, in the policies folder and from the School Office.

## 8. Lone Working

Staff should ensure that they are familiar with the school's Lone Working Policy, which is available in the policies folder or from the School Office.

## 9. Display Screen Equipment (DSE)

Staff who regularly use DSE may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors. The Resources Coordinator will:

- decide if staff are considered to be regular DSE 'users' as defined by the Health and Safety (Display Screen Equipment Regulations) 2002
- analyse workstations to assess and reduce risks
- ensure controls are in place
- provide information, equipment and training where needed
- review the assessment when the user or DSE changes.

DSE users should ensure that they take regular breaks to avoid intensive DSE usage. Breaks or changes of activity should be included in working time and should reduce the workload at the screen, ie. they should not result in a higher pace or intensity of work on account of their introduction. Short, frequent breaks are more satisfactory than occasional, longer breaks, eg. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every two hours.

Regular DSE users are entitled to an appropriate eye and eyesight test carried out by a person with the necessary capabilities before commencing display screen work, at regular intervals thereafter, and if they experience visual difficulties during work. Moreover, workers are entitled to an ophthalmological examination if the results of the test show that this is necessary. The cost of this

shall be covered by the School. If the sight test shows that a user needs special corrective lenses solely and specifically for working with DSE, the School will cover the cost of a basic pair of NHS glasses, or contribute the equivalent cost towards a more expensive pair. We recommend that staff check their entitlement to School-funded eyecare with the Resources Coordinator before incurring any costs.

## **10. Manual Handling**

Statistics show that manual handling is one of the most common causes of injury in the workplace. These injuries often have long-term effects. The Resources Coordinator will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. The Resources Coordinator will undertake a risk assessment at least annually to identify any activities which may involve manual handling. Identified risks will be reduced to the lowest level reasonably practicable.

Members of staff and volunteers should ensure their own health and safety is not put at risk when carrying out manual handling activities ie. they should not attempt to lift or move any bulky or heavy load without appropriate training and/or equipment.

## **11. Smoking, Drugs and Alcohol**

Smoking (including e-cigarettes) is not permitted in the School, the School grounds or car park, nor should staff or volunteers smoke at any time in the presence of pupils. Staff and volunteers should not consume or be under the influence of alcohol at any time during the working day, including during breaks and on educational trips. The possession of or use of an illegal drug while on duty is forbidden.

## **12. Security and Safety**

The School's Security Policy & Procedures will be available on our website, in the policies folder and from the School Office.

## **13. Staff Welfare**

Staff are reminded about the importance of maintaining a healthy work/life balance. All staff should raise any concerns they have about their own or others' working hours with the Resources Coordinator.

## **14. Review**

The Resources Coordinator, in consultation with the School Coordination Team where required, will review this policy statement every 2 years and update, modify or amend it as they considers necessary to ensure the health, safety and welfare of staff, pupils, visitors and contractors. The policy will be endorsed by the trustee responsible for health and safety.