

THE ST MICHAEL STEINER SCHOOL

HEALTH AND SAFETY POLICY

REF. STATEMENT

1. GENERAL INFORMATION

- 1.1 This policy refers to: The St Michael Steiner School, Park Road, Hanworth Park, London TW13 6PN
- 1.2 This is a Steiner Waldorf school for children from 3 to 18 years, with approx 110 children (August 2016). It is a registered charity with a board of trustees who carry legal and financial responsibility. The College of Teachers assume daily responsibility for management of the school.
- 1.3 Overall and final responsibility for health and safety is that of: The Chair of Trustees, Peter van Breda
- 1.4 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health & Safety officers Eleni Karakonstanti and Julia Wallace.
- 1.5 All teachers and staff also have responsibility for their own health and safety as well as that of pupils and others and have been requested to read this document in full and inform the Health and Safety Officers of any activities, events, circumstances or particular hazards of which they should be aware under the Health and Safety Acts and Regulations.
- 1.6 Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.
- 1.7 The Health and Safety Law poster is displayed in the Staff room.
- 1.8 The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999 and their associated Approved Code of Practice (ACoP) and guidance, including hygiene requirements, will be complied with at all times.

- 1.9 This policy was updated and amended in August 2016 by Eleni Karakonstanti and Julia Wallace and will be reviewed bi annually, or whenever significant changes within school grounds occur, with the next review due in August 2018.

Signed by ...E. Karakonstanti and J. Wallace...Date 25/8/16.....

2. STATEMENT OF GENERAL POLICY

- 2.1 Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. We aim to provide a safe place for children, pupils, staff and visitors to learn, work, play and visit, by ensuring as far as is reasonably practicable that our premises and grounds are maintained in a safe condition and provided with safe means of access and egress.
- 2.2 It is important that children learn to understand and manage the risks that are a normal part of life. Common sense is used in assessing and managing the risks of any activity. Our health and safety procedures aim to be proportionate to the risks of an activity.
- 2.2 To engage and consult with employees on day-to-day health and safety conditions and provide advice on occupational health.
- 2.3 To avoid causing unnecessary risks to the health and safety of children, pupils, staff and visitors while on the school premises.
- 2.4 To provide materials and equipment which are safe to use when correctly operated or handled.
- 2.5 To provide any training, supervision, instruction or information to enable children's and pupils' activities or employees' work tasks to be carried out safely.
- 2.6 To establish safe systems of work and keep records as appropriate.
- 2.7 To organize and control the handling, use, and storage of articles, substances or materials to ensure, as far as possible, the absence of any risks to health and safety.

- 2.8 To provide only equipment which meets statutory standards, good practice or codes of practice for standards of design and performance.
- 2.9 To provide and maintain all necessary welfare facilities (e.g. drinking water, warm, dry conditions, toilets) for children, pupils, staff and visitors.
- 2.10 To ensure that all parents /carers sign a consent form for their child/ren.
- 2.11 To ensure that all teachers, helpers or other staff are aware of School Health and Safety policies and procedures, including those written in the annually updated Parents Handbook. These policies & procedures include:
- Anti-Bullying
 - Behaviour Management
 - Equal Opportunities
 - E-safety
 - Fire Risk Assessment and Safety
 - Accidents, Illness and Emergency First Aid policy
 - Infectious and Communicable Illnesses
 - Staff cover
 - Lost children policy and procedure
 - Non-collection of child
 - Poisonous plants list - Appendix
 - Physical restraint and holding
 - Safe recruitment

Copies of all these policies are found in the school Policy Folder and on the school website (www.stmichaelsteiner.hounslow.sch.uk)

3. RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICERS

- 3.1 To ensure that every member of staff reads this document and make sure they understand it.
- 3.2 To ensure that this policy and procedures are reviewed bi-annually or whenever a significant change occurs.
- 3.3 To ensure that the contents of the First Aid boxes are checked and restored at each half-term.
- 3.4 To be able to answer questions about Health and Safety matters.

- 3.5 To ensure that emergency procedures are implemented for evacuation by fire or other serious incident. To ensure Fire Drills are carried out each term and records kept. See that any shortcomings noticed or any examples of circumstances where improvement is needed are acted upon. To carry out and review a Fire Risk Assessment at the school's premises.
- 3.6 To bring to the College's attention any breaches to the Health and Safety policy or procedures.
- 3.7 To ensure that all teachers take responsibility for health and safety in their classroom and tell one of the H&S officers if there is any work needed in the room each year.
- 3.8 To keep abreast of relevant Health and Safety regulations and approved codes of practice.

4. RISK ASSESSMENT AND ACTION - GENERAL

- 4.1 Class teachers are responsible for carrying out a risk assessment for their classroom, classroom activities and Class trips. Dan Blanchard, the school's caretaker is responsible for carrying out a risk assessment for the outside areas of the school.
When Carrying out a risk assessment, staff members will use the method described in this section to evaluate risk.

4.2 The St. Michael Steiner School recognises that even though there are accidents that cannot be predicted, a risk assessment ensures that all members of staff are aware of possible risks to the children's safety and take measures to prevent them.

The risk assessment forms include:

what the hazards/risks are

who might be at risk by the specific hazard

what is being done to prevent the risk and

what further action, if any, needs to be taken

The Health and Safety officers are responsible for looking into all risk assessments written by teachers and staff members to ensure that all possible risks have been considered and that the measures taken are appropriate.

4.3 In compliance with section 2, action will be taken to eliminate risk where possible or to reduce it as far as reasonably practicable. A serious hazard or risk will be brought immediately to the College's attention and will not be tolerated in any circumstances.

5. OUTSIDE SPACES AND PLAY AREAS RISK ASSESSMENT

5.1 A risk assessment has been carried out for the Early Years garden and is kept in the Risk Assessment folder in Reception.

5.2 A risk assessment has been carried out for the Lower and Middle School garden and play areas and is kept in the Risk Assessment folder in Reception.

5.3 A risk assessment has been carried out for the driveway and is kept in the Risk Assessment Folder in Reception.

6. FIRE SAFETY

6.1 A fire risk assessment was commissioned and provided by Fire Risk Assessments.com in April 2016 and is available in the Fire File.

6.2 Our Fire Safety Policy is available in the Fire File in Reception.

6.3 For details of fire marshals and procedures for fire drills, see Fire Safety Policy and Procedure in the Fire file.

7. INJURIES, ACCIDENTS, ILLNESS AND FIRST AID INVOLVING PUPILS

7.1 FIRST AID

7.1.1 First Aid boxes are available in Reception and Kindergarten.

7.1.2 The School Receptionist and Kindergarten teacher/s (both First Aiders) will ensure that the contents of First Aid boxes they use conform to current regulations as a minimum and will check and restock at each half-term or when necessary.

7.1.3 At any time at least one member of staff on the premises must have up to date first aid training. Training is provided regularly to ensure staff remain qualified. First Aid officers and their training are as follows:

- Katie Sharrock: Paediatric first aid (May 2016)
- Leigha Hipkin: Paediatric first aid (June 2016)
- Jeannette Cubequeray: Paediatric First Aid (June 2016)
- Brian Jacques: Emergency First Aid (July 2015)
- Amanda Bell: Emergency First Aid (July 2015)
- Rachel Ford Blanchard: Paediatric First Aid (February 2016)
- Eleni Karakonstanti: Emergency First Aid (July 2015)
- Grace Oladeinde: Emergency First Aid (July 2015)

7.1.4 An accident and incident record book is kept with each First Aid box and all accidents and treatment must be recorded, dated and signed by the person responsible for the child at the time.

7.1.5 Parents should receive a report of any accident happening to a pupil when the child is collected from the school and the report should be signed by the parent or carer.

7.1.6 Accident record books are to be kept in the school archives for three years after they cease to be used.

7.1.7 Recommended treatment for wounds is using water only. Any remedies or applications beyond this, even with parents' permission are not approved by the school and are administered at a member of staff's own risk.

7.2 ACCIDENTS AND SICKNESS

7.2.1 A child or pupil who is obviously unwell on arrival or who presents symptoms of a contagious disease should not be admitted to school and his/her parents or carers must be contacted.

7.2.2 In the event of an accident or sudden illness, the responsible person will:

- Assess and give first aid as appropriate
- Follow first aid procedure
- Wear disposable gloves when handling bodily fluids
- Call emergency services if required
- Notify a parent or carer in the event of a serious accident, sickness or removal to hospital
- Monitor child's condition and contact a parent or carer if the child needs to be sent home or if the condition warrants
- Send details of the child's health (as provided on application form) with the child in the event of him or her being removed to hospital
- Write a report in the Accident Book and in the event of a serious accident, ask any witnesses to write their account as soon as possible afterwards
- Notify parent or carer and provide them with a written report and ask them to sign it
- Children feeling unwell should rest in the Small Room upstairs next to the Bursar's Office on the bed provided.

7.3 ACCIDENTS INVOLVING STAFF OR OTHERS

7.3.1 Accidents must be entered in the Main School Accident Book kept at Reception.

7.3.2 If a member of staff cannot continue to work due to an accident or illness, cover must be provided.

7.4 RIDDOR

- 7.4.1 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (riddor) will be complied with and a copy of the regulations is kept at the school in the Health & Safety File. Staff are required to be aware of the regulations and any reporting should be carried out by the Health & Safety officers

8. OUTINGS TRIPS AND WALKS

- 8.1 Statutory adult / child ratios must be adhered to as 1:8 for kindergarten children. Lower and upper school pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios and submit to the college of teachers for approval, taking into account the activity to be undertaken and the age and maturity of the pupils.
- 8.2 Children must have written permission (signed consent form) from a parent or carer before leaving school premises.
- 8.3 Teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils, and they act in loco parentis. The teacher should take a contact list of all the parents/ carers, a mobile telephone, coins for public toilets and a First Aid kit.
- 8.4 It is the duty of the teacher to ensure;
- The health and safety of all children and pupils and staff to, from and at the destination. All risks should be assessed in discussion with another member of staff. NB while many places are covered by Health and Safety regulations, remote areas will require more adults.
 - Before leaving the school, the administrator/receptionist is informed of the address and 'phone number of the destination, emergency mobile 'phone number/s and the times of departure and estimated arrival.
 - Any transport provided by parents / helpers is properly insured and carries only the permitted number of passengers, for whom seat belts are available.
 - A nominated person remaining behind is able to maintain contact between the outing party and the children's parents throughout the trip.

9. CONTROL OF ASBESTOS AT WORK REGULATIONS 2012

- 9.1 Before the school acquired the premises at Hanworth Park, a survey was carried out and no problems or potential problems with asbestos containing products were reported.
- 9.2 Some possible asbestos containing fragments of cementitious material were subsequently discovered on the grounds and the school commissioned a specialist survey of the buildings and grounds. The report is located in the Bursar's office.
- 9.3 For the purpose of the Regulations, the responsible person at the school is Eleni Karakonstanti
- 9.4 Action was taken to remove cement based asbestos particle material from the grounds. Remaining minor evidence of encapsulated asbestos in materials identified in the report will be monitored carefully.

10. **WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992**

- 10.1 A copy of the Regulations is kept in the Bursar's Office. The school will seek to comply with the Regulations and Approved Code of Practice. A review will be made annually by the Health & Safety officers.

11.0 **HSE PUBLICATIONS**

- 11.00 HSE Publications that the school keeps on the premises and reviews regularly:
- A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
 - The management of asbestos in non-domestic premises - Regulation 4 of the Control of Asbestos Regulations 2006. Approved Code of Practice and guidance
 - Workplace (Health Safety and Welfare) Regulations 1992

12. **ELECTRICAL INSPECTION AND TESTING**

In 1989 a set of Regulations concerned with electrical safety in the workplace was issued with accompanying guidance.

The regulation for schools and colleges 4(2) is deliberately non-specific in its requirement of the type of maintenance required and how often systems should be maintained. All members of staff should check electrical appliances and plugs before they use them for the first time and if they seem dangerous they should ask assistance from the PAT (portable appliances test) person of the school: Dan Blanchard.