

The St Michael Steiner School

Health & Safety Policy

General Information

- This policy refers to: The St Michael Steiner School, Park Road, Hanworth Park, London TW13 6PN
- This is a Steiner Waldorf school for children from 3 to 18 years, with approx 150 children. 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.
- Overall and final responsibility for health and safety is that of the Health and Safety Trustee: **Françoise Hascoët**
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health & Safety officer: **Eleni Karakonstanti**
- 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 Officer of any activities, events, circumstances or particular hazards of which they should be aware under the Health and Safety Acts and Regulations.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.
- The Health and Safety Law poster is displayed on the wall outside the Reception.
- 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.
- This policy will be reviewed annually, or whenever significant changes within school grounds occur.

Statement of General Policy

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 learning and working environment 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.

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.

We will endeavour to:

- engage and consult with employees on day-to-day health and safety conditions and provide advice on occupational health.
- provide materials and equipment which are safe to use when correctly operated or handled.
- provide any training, supervision, instruction or information to enable children's and pupils' activities or employees' work tasks to be carried out safely.
- establish safe systems of work and keep records as appropriate.
- organise 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.
- provide only equipment which meets statutory standards, good practice or codes of practice for standards of design and performance.
- provide and maintain all necessary welfare facilities (e.g. drinking water, warm, dry conditions, toilets) for children, pupils, staff and visitors.
- ensure that all parents/carers sign a consent form for their children.

- 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' and Staff Handbook. These policies & procedures include:
 - Anti-Bullying Policy & Procedure
 - Arriving & Collecting Children Procedure
 - Behaviour Management Policy (EY)
 - Code of Conduct & Behaviour Policy
 - Break Duty & Grounds Inspection Policy & Procedure
 - Policy for Use of Electronic Media
 - Fire Safety Policy
 - Fire Alarm Procedure Emergency Plan
 - Evacuation Procedure (EY)
 - Accidents, Illness and Emergency First Aid Policy
 - Infectious and Communicable Illnesses Policy
 - Staff cover Policy
 - Lost Child Procedure (EY)
 - Non-Collection of Child Procedure (EY)
 - Holding & Physical Restraint Policies
 - Safer Recruitment Policy
 - Risk Assessment Policy

These policies can be found in the Staff Handbook or on the school website (www.stmichaelsteiner.hounslow.sch.uk)

Responsibilities of the Health & Safety Officers

- To ensure that every member of staff reads this document and make sure they understand it.
- To ensure that this policy and procedures are reviewed annually or whenever a significant change occurs.
- To ensure that the contents of the First Aid boxes are checked and restored at each half-term.
- To be able to answer questions about Health and Safety matters.
- To ensure that emergency procedures are implemented by the fire officer (Sarah Houghton) for evacuation by fire or other serious incident. To ensure Fire Drills are carried out by the fire officer twice a year and records kept. See that any shortcomings noticed or any examples of circumstances where improvement is needed are acted upon. To check the Fire Risk Assessment carried out and reviewed by the fire officer.
- To bring to the College's attention any breaches to the Health and Safety policy or procedures.
- 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.
- To keep abreast of relevant Health and Safety regulations and approved codes of practice.

Risk Assessment and Action - General

- Class teachers are responsible for carrying out a risk assessment for their classroom, classroom activities and Class trips. The Health and Safety Officer 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.
- 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 Officer is 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.
- 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.

Outside Spaces and Play Areas Risk Assessment

- A risk assessment has been carried out for the Early Years garden and is on Engage.
- A risk assessment has been carried out for the Lower and Middle School garden and play areas and is on Engage.
- A risk assessment has been carried out for the driveway and is on Engage.
- The grounds are inspected daily by staff members on a rota. Any action needed is recorded in the weekly College meeting minutes.
- There is an annual inspection of playground equipment performed by an external body. (the report is filed by the bursar).
- There is an annual inspection of the grounds' trees by a tree surgeon (the report is filed by the bursar).

Fire Safety

- A fire risk assessment was commissioned and provided on 15th June 2022 and is available in the Fire File.
- Our Fire Safety Policy is available in the Fire File in Reception.
- For details of Fire Safety Manager, Fire Officers and procedures for fire drills, see *Fire Safety Policy and Procedure* on the school website.
- All staff renew their Fire safety training annually.

Injuries, Accidents, Illness and First Aid involving Pupils

See the *Accidents, Incidents and First Aid Policy* on the school website.

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 enough staff remain qualified at all times.

Staff with a valid First Aid Training certificates at 11/2024, and the renewal due dates of their training are as follows:

Maria Costa	23/09/2026
Keesha Malcolm	23/09/2026
Susan Kelly	15/10/2027
Deepa Bracchi	21/09/2027
Lisa Harrison	13/09/2027
Julia Wallace	13/09/2027
Lola Gil-Navarro	13/09/2027
Marta Pietrzyk	13/09/2027
Eleni Karakonstanti	13/09/2027
Amanda Bell	13/09/2027

Sarah Houghton	13/09/2027
Stuart Purdy	13/09/2027
Stella Ottewill	13/09/2027
Grace Oladeinde	13/09/2027
Angelica Velasco Hawkins	27/10/2027
Michèle Hunter	13/09/2027
Velika Dimova	27/03/2025

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.

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 on Engage 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 medical room (small room upstairs next to the Bursar's Office) on the bed provided.

Accidents involving staff or others

- Accidents must be entered in the Main School Accident Book on Engage.
- If a member of staff cannot continue to work due to an accident or illness, cover must be provided.
- Any member of staff who does any kind of manual work in the school building (i.e. painting of classroom walls, use of drills, hammers, etc.) needs to provide a risk assessment to the H&S officer before the date of the work.
- Any member of staff who uses a ladder must have completed the ladder online training organised by the school bursar.

RIDDOR

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

Outings, Trips and Walks

- 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. (*See School Trips Procedure*)
- Children must have written permission from a parent or carer before leaving school premises.

- 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.
- 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.

Control of Asbestos at Work Regulations 2012

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.

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.

For the purpose of the Regulations, the responsible person at the school is Eleni Karakonstanti

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.

Workplace (Health Safety and Welfare) Regulations 1992

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 officer.

HSE Publications

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

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 Health & Safety Officer.

Signed by E. Karakonstanti
Date 20/ 11/ 2024

