

# Norwich Steiner School

## HEALTH and SAFETY POLICY

Reviewed November 2022

### Statement of Intent

#### Our Health and safety policy is to:

Manage health & safety risks in the school environment, for both staff members and pupils alike.

Provide clear instruction and training to ensure all staff members are competent to do their work.

Provide a safe and secure School environment for all pupils.

Ensure robust safeguarding procedures are sensitively applied, allowing for all ages of children. This will include the provision for Designated safeguarding leads.

Provide pupils with a calm, safe, secure and inclusive environment, allowing the school to deliver a sound education based on its core values.

Create and encourage a culture of wellbeing for all staff members and pupils.

Implement emergency evacuation procedures in case of fire or other significant incident.

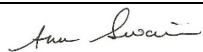
Provide appropriate P.P.E for both staff members and pupils alike.

Provide and maintain a safe and secure building and environment.

Provide effective levels of health and safety, and wellbeing during activities that take place offsite.

Norwich Steiner School recognises and accepts its responsibility for providing a safe and healthy environment for all its employees, volunteers, parents, children, pupils, visitors, contractors, and members of the public.

**The Health and Safety policy will be reviewed on an annual basis, or sooner, as a result of significant change/s.**

Sign:	
Print Name:	Ann Swain
Position:	Chair of Trustees
Date:	3 <sup>rd</sup> Nov. 2022

Review Date:	03.11.23
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## **Responsibilities for Health and Safety**

### **Norwich Steiner School (Employer)**

The employer will aim to provide all staff with adequate training and equipment with which to carry out their roles within the school.

Norwich Steiner School provides a formal platform to raise and discuss Health and Safety issues by means of consultation during regular staff meetings and management and trustee meetings. All such meetings are minuted.

Norwich Steiner School had a dedicated Health and Safety Officer whose role it is to take overall responsibility for Health and Safety. However, this post is temporarily vacant and therefore the duties are being assumed by Sandie Tolhurst (School Administrator), until a suitable new health & safety officer is recruited.

Norwich Steiner Schools Health and Safety Policy will help promote and develop an inclusive and collective approach to Health and Safety.

### **Health and Safety Officer**

The health & safety officer (when appointed) will take overall responsibility for Health and Safety at Norwich Steiner School. As the appointed Health and Safety Officer his/her duties will include:

- Risk Assessing
- Document control
- Managing Health and Safety Policy
- Enforcing Health & Safety procedures and practices, whilst onsite.
- Reviewing and updating Health and Safety procedures and documents

Whilst away from site and until a new H & S officer is appointed, Sandie Tolhurst (School administrator) will assume day to day responsibility for Health & Safety onsite.

### **Employees**

- All employees must cooperate with the Health and Safety officer, and/or the school administrator.
- Employees must take reasonable care for their own health and safety and others.
- Report all Health and Safety concerns to the Health and Safety officer, and/or the school administrator. Issues can also be raised during formal staff, management, and trustees' meetings.

### **Others (Visitors, contractors, and agency staff)**

All other persons have a responsibility for their own health and safety whilst on site, and all other persons around them. When arriving onsite, individuals will be made aware of their personal responsibilities, whilst on school grounds.

# Norwich Steiner School

## **Reference/Consultation**

The content of the health and safety policy was developed after due consultation and consideration. Sources of reference include:

- Staff members of Norwich Steiner School
- The Management of Health and Safety at Work Regulations 1999 (MHSWR).
- The Health and Safety at work act 1974.
- The workplace (Health, Safety, and welfare) Regulations 1992.
- Health and Safety-First aid regulations 1981.
- Keep Children safe in education 2021 (Statutory guidance for schools and colleges)
- The Health and Safety (display screen equipment) regulations 1992
- Education Department – Health and safety advice for schools

We will consult with staff routinely on all health and safety matters as and when issues arise. We will also consult with all staff members as part of each formal annual Health and Safety Policy review.

All staff are encouraged to report any concerns relating to health and safety. The Health and Safety officer will discuss their concerns directly and move to review, update policy/docs where needed. Updates to the health and policy prior to the annual review are encouraged where there is evidence of a significant change. Our aim is to promote a open door policy, allowing for a more collective approach.

## Arrangements for Health and Safety

Section Heading	Content Includes:
<b>Training</b>	Safeguarding Prevent First Aid Health & Safety
<b>Off Site Visits</b>	Offsite specific Risk assessments & method statements Consent Forms
<b>External Contractors</b>	Contractor Health and safety questionnaires Copy Insurance docs External RAMS Approved Contractors list
<b>Occupational Health &amp; work-related stress</b>	In house procedure
<b>Manual Handling</b>	Manual Handling Training docs Manual Handling RAMS Reference docs
<b>Onsite Vehicle Movement</b>	Parking, arrival and Departure procedures
<b>Control of substances hazardous to health (COSHH)</b>	COSHH Risk Assessments COSHH Data Sheets
<b>Asbestos Containing Materials (ACM)</b>	Asbestos Surveys Drawings containing locations of ACM
<b>Maintenance, examination &amp; testing of equipment</b>	PAT Test log Gas Inspection reports Electrical inspection reports Tree surveys – Action Plans
<b>Evacuation</b>	Fire Risk Assessment Fire Evacuation Plan
<b>Reporting of incidents</b>	Log for accidents and near misses Reporting procedure Procedure for accident investigation
<b>Monitoring of incidents and accidents</b>	Details of accident investigation Procedures for monitoring, reviewing
<b>Risk Assessments</b>	Risk Assessments Risk assessment procedure Risk assessment log
<b>Legionella Risk Assessment</b>	Legionella risk assessment Schematic drawing of water systems Written scheme
<b>Display Screen Equipment</b>	Security General use procedure Administrator Monitoring procedures
<b>Building – General</b>	Structure (walls etc) Maintenance of fire escapes Trees (Surveys & arrangements)

