POLICY: HEALTH & SAFETY

Policy Owner:	School Management
Approved / Last Reviewed:	September 2026
Approved / Last Reviewed by:	Adam Dyson
Next Review:	September 2027
Policy basis	HSE

VERSION CONTROL

Version	Date	Author	Notes
1.0			Historic
2.0	September 2026	Adam Dyson	Reviewed / Revised - Compliance

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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. Safeguarding procedures are detailed in separate safeguarding policies.
- 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.
- Where appropriate or necessary, 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 & 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).

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. Minutes are recorded at all such meetings.

The current Health and Safety Officer whose role it is to take overall responsibility for Health and Safety, is Adam Dyson (Management Team). Where matters have overlap between health and safety, and safeguarding (e.g., Accessibility), the Health and Safety Officer will liaise with the Lead DSL.

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

Health and Safety Officer

The duties of the appointed Health and Safety Officer 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

Employees

- All employees must cooperate with the Health and Safety Officer
- 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. 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.

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.
- Keeping Children Safe in Education 2026 (Statutory guidance for schools and colleges)
- The Health and Safety (display screen equipment) regulations 1992
- Department of Education – 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 to the Health and Safety officer. The Health and Safety officer will discuss their concerns directly and action appropriately, and will move to review, update policy/docs where needed. Updates to the Health and Safety policy prior to the annual review are encouraged where there is evidence of a significant change. Our aim is to promote an open-door policy, allowing for a more collective approach.

ARRANGEMENTS FOR HEALTH AND SAFETY

Section Heading	Content Includes:
Training	Safeguarding, including Prevent and GDPR First Aid Health & Safety Legionella
Off Site Visits	Offsite specific Risk assessments & method statements Consent Forms
External Contractors	Copy Insurance docs External RAMS Approved Contractors list
Occupational Health & work-related stress	In house procedure
Manual Handling	Manual Handling Training docs Manual Handling RAMS Reference docs
Onsite Vehicle Movement	Parking, arrival and departure procedures
Control of substances hazardous to health (COSHH)	COSHH Risk Assessments COSHH Data Sheets
Asbestos Containing Materials (ACM)	Asbestos Surveys Drawings containing locations of ACM
Maintenance, examination & testing of equipment	PAT Test log Fire extinguishers checked Gas Inspection reports Electrical inspection reports Tree surveys – Action Plans
Evacuation	Fire Risk Assessment Fire Evacuation Plan
Reporting of incidents	Log for accidents and near misses Reporting procedure

	Procedure for accident investigation RIDDOR
Monitoring of incidents and accidents	Details of accident investigation Procedures for monitoring, reviewing
Risk Assessments	Risk Assessments Risk assessment procedure Risk assessment log
Legionella Risk Assessment	Legionella risk assessment Schematic drawing of water systems Written scheme
Display Screen Equipment	Security General use procedure H & S Officer Monitoring procedures
Building – General	Structure (walls etc) Maintenance of fire escapes Trees (Surveys & arrangements)

MONITORING, AUDIT AND GOVERNANCE

This policy belongs to Norwich Steiner School, which is the operational name for the Charity the Norfolk Initiative Steiner School, registered charity number 1099377, company number 4815492

Compliance is monitored through internal audits, policy review as part of self-evaluation, and annual reporting to Trustees on concessions awarded, value, and any compliance issues.

POLICY APPROVAL

Approved by	[Board of Trustees], on the recommendation of [MT]
Date of approval	[DATE]

Acting Chair of Trustees:

Signed: _____

Print Name: _____

Date: _____

Nominated Management representative:

Signed: _____

Print Name: _____

Date: _____