Health & Safety Policy

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Policy Statement

Elmfield Rudolf Steiner School is committed to ensuring the health, safety, and welfare of its employees and pupils, so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors and members of the public. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to ensure that they can carry out their work tasks safely.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must cooperate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, throughout the organisation. Everyone has a legal obligation to take reasonable care of their own health and safety, and for the safety of other people who may be affected by their acts or omissions.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organisational changes.

This policy is written with reference to the following guidance and legislation, and other Elmfield School policies:

- The Health & Safety at Work etc Act 1974
- Managing risks and risk assessment at work
- Critical Incidents Policy
- Educational Visits Policy
- First Aid Policy
- Premises Management Policy

Scope

This policy applies to the entirety of the premises and grounds of Elmfield Rudolf Steiner School, and covers all pupils, staff, parents/carers, visitors, contractors, and other community users wherever Elmfield Rudolf Steiner School operates.

Roles & Responsibilities

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated:

Overall Accountability

Overall responsibility for Health and Safety at Work rests with members of the Council of Management as 'employers' under the Health and Safety at Work etc. Act 1974. Final accountability for health and safety matters are held by the Chair of the Council of Management.

Operational Responsibility

The Principal is appointed by the Council of Management to have operational responsibility for the implementation of health and safety within school. This includes ensuring that policies, procedures, and resources are in place in order to adequately enable compliance with legislative and regulatory requirements.

Functional Responsibility

The Estates & IT Manager is responsible for the day-to-day application of health and safety within the school, including monitoring of risks, communication and promotion of safety culture, training arrangements, and employing 3rd party professional services where required.

Every member of staff is responsible for their own health and safety, as well as the health and safety of any person within the organisation or its customers that may be affected by their action/inaction.
All members of staff must read the general site risk assessments, and those which cover their daily duties. Staff must only work in accordance with the information and training provided to them, must not misuse or interfere with anything provided for health and safety reasons, and must report any health and safety concerns to the Estates & IT Manager.
All staff should note that disciplinary action will be taken against employees who disregard the requirements placed upon them by the statutory provisions or by school rules relating to safety. Where the action or negligence of an employee endangers the safety of others, such action or negligence may be viewed by the School as an act of gross misconduct and may result in dismissal, and/or legal action against an individual.

General Arrangements

In order to show how the Policy Statement is put into effect in practice, the following sections outline an example of the management of some specific areas of health and safety concern. *Please note that this list is not exhaustive and some areas are governed by their own policies and/or risk assessments.*

Accidents & Near Misses

All staff are trained in order to be able to submit an incident form on the Evolve platform. The Estates & IT Manager is automatically notified when a record of an accident or near miss is submitted. This is reviewed and a copy of any form is emailed to the relevant parent/guardian. Should any further investigation be required, this will be noted against the relevant report.

Asbestos

Safeline Environmental Ltd provide specialist advice in relation to the presence of any asbestos on the school site, as well as functioning as a contractor for any necessary remedial works. They have surveyed the site and have provided the school with an asbestos register and an Asbestos Management Plan. In-house, formal integrity inspections are done on an annual basis, along with more frequent informal checks.

Communication

The Staff Handbook functions as a permanent repository of information, including health and safety matters such as the risk assessment register, a link to Health & Safety Committee meeting minutes, and general signposting. This is available online and staff are encouraged to participate in its development. Notices are also regularly distributed in the weekly staff newsletter.
New staff are required to complete an induction regarding Health and Safety.

COSHH

All processes involving the use of potentially harmful substances are clearly identified and carefully assessed under COSHH regulations. The safety data sheets will give important information on First Aid instructions and these are stored digitally and accessible to all staff via Google Drive or links within the Staff Handbook.

Fire Prevention

There is No Smoking/Vaping throughout the school and grounds.

The school is covered by an L2 grade wireless fire detection system consisting of battery operated smoke and heat detectors. This system is inspected by Brookside Fire Ltd on a biannual basis. Batteries are monitored and changed in-house and drills are conducted once per term and the system is tested weekly, in-house.

There are two muster points. The muster point for the Early Years department, Otters, and Class 3 is to the rear of the school by the Elephant Tree. The rest of the school musters on the front lawn.

Fire extinguishers are inspected and serviced annually by Brookside Fire Ltd.

Fire risks are assessed and monitored in-house, with a fire risk assessment conducted annually by SIPS Education.

Maintenance of Buildings & Equipment

It is the responsibility of all staff to ensure that the buildings and any equipment on the premises are used in a safe and responsible manner. Staff are aware that any items that may be damaged or dangerous must be reported to the Estates team for remediation.

The buildings and grounds are inspected in-house on a bi-weekly basis.

Portable electrical equipment is tested annually by AGG Electrical. Any items that are brought into school outside of this are tested by the Estates & IT Manager.

Fixed electrical equipment is tested on a rolling 5 year cycle by EL Electrics.

Gas systems are tested annually by NJ Heating and Flamefast Ltd.

Access equipment is tested formally on a termly basis and must be inspected by the user prior to every use and used in accordance with the included instructions.

Playground equipment is inspected annually by the Playground Inspection Co. via Sandwell Council.

Risk Assessments

The school utilises a cascade risk assessment scheme, whereby day-to-day risks are covered in general risk assessments. More specific, activity-based assessments and dynamic assessments are then layered on top of these. All risk assessments are reviewed at least biennially, or when there has been significant change in an activity. These are all stored digitally and can be accessed by all staff via Google Drive or links within the Staff Handbook.

Further information can be found in the Risk Assessment Policy.

Linked Policies

Risk Assessment Policy