

# Moorland Waldorf Initiative School

Danby, Whitby, North Yorkshire, YO21 2NJ  
Website: [www.moorlandwaldorf.org](http://www.moorlandwaldorf.org) Email: [info@moorlandwaldorf.org](mailto:info@moorlandwaldorf.org)  
Telephone 01287 661206 Fax 01287 661207

## Safety Policy

Policy Reviewed: November 2018

Next Policy Review Date: November 2019

### **PURPOSE**

This policy describes the Health & Safety requirements for all **MOORLAND WALDORF INITIATIVE** employees and volunteers

### **APPLICATIONS**

The Health and Safety policy is applicable to all activities carried out at **MOORLAND WALDORF INITIATIVE**

### **PREFACE.**

This policy has been prepared to give basic guidelines which must be followed to ensure as far as possible the **prevention of accidents and injuries**. Read it carefully and it will help you and persons in your charge to **work safely**. It does not define every hazard that you may encounter but it does have an important part to play in the **Safety Programme**. It will inform you of our procedures and of the way in which we **safely control work practices**.

The responsibility for **Safety**, however, rests with every individual. You are responsible for your **own safety** and also for the safety of your colleagues and persons who could be affected by your actions or omissions.

If you are in doubt on a Health & Safety matter, ask your Line Manager who is the Health & Safety adviser.

You are **legally** required, under the **Health and Safety at Work Act 1974**, to work **safely**, so keep yourself **informed** and use this policy as an **initial** step to **safe working**.

Do not put yourself or **others** at risk. You should **report** any situation you consider to be **wrong or dangerous**.

It is the responsibility of **each employee** to know the **safety precautions** which apply to their **work area** and to **follow them**. These precautions are outlined in this policy

**BEFORE starting any task, consider:**

- 1 **What** are the **dangers** that may cause **injury** to **myself** my **colleagues** or persons in my charge?
- 2 **What** are the **dangers** which could cause **damage** to **buildings, equipment or vehicles**?

**3. What precautions** should 1 take to **avoid** these **dangers**?

We expect you to study this Policy and understand the full meaning of these guidelines as they relate to **your** work within the school.

**YOU** are the school's most **valuable** resource and **your safety** and that of the pupils is of the **utmost concern**

**INTRODUCTION**

MOORLAND WALDORF INITIATIVE is an independent day school for boys and girls between 7 and 15 years of age.

It is the **duty** of **all** staff and employees of **contractors** working under **our control** to familiarise themselves with our **safety** requirements. In particular, it is **most important** that employees and persons in their charge fully understand our **emergency procedures** and communication arrangements

**SAFETY POLICY STATEMENT.**

It is the aim of MWI that all operations and activities are carried out in such a manner as to ensure, so far as is reasonably practical, the **health, safety** and **welfare** at work of all **employees, pupils, contractors** and the **general public**.

This policy is the direct concern of the **Eskdale Community Trust** who intend to **ensure** the following:-

- \* The provision and maintenance of plant, equipment and systems of work that are **safe** and **without risks** to **health**.
- \* Arrangements for the use, handling, storage and transport of **substances, materials** and **equipment** for use at work that are **safe** and **without risks** to **health**.
- \* Arrangements that are sufficient regarding **welfare** facilities.
- \* The provision of such **information, instruction, training** and **supervision** as is necessary to ensure the **health** and **safety** at work of **all** its employees and pupils.
- \* The working **environment** is kept **safe** and without **risks** to **health**

- \* The **maintenance** of any place under its direct control and including **access** and **egress** that is **safe** and without **risks** to **health**.
- \* Provision of any **personal protective equipment** and **clothing** as may be deemed necessary under any of the **statutory** provisions.
- \* With regard to current and forthcoming **health** and **safety** legislation, suitable and sufficient **assessment** of **risks** will be carried out and persons involved **advised** accordingly.
- \* The Safety Policy will be **reviewed** and **amended** as necessary. Information in **writing** will be given to **all** staff of any changes that have been necessary.

**Employees** are reminded of ***their* statutory duties** under the **Health and Safety at Work Act 1974:**

- \* To take **care** of the **health** and **safety** of **themselves** and of **any other person** who **may be affected** by **their acts** or **omissions**.
- \* With regard to any **duty** or **requirement** imposed on **MOORLAND WALDORF INITIATIVE**, or on **any other person** under any of the statutory provisions, to **cooperate** with them so far as is **necessary** to enable that **duty** or **requirement** to be carried out.
- \* **All employees** have a **duty** to **use correctly** all items of work equipment provided by **MOORLAND WALDORF INITIATIVE** and no person shall **intentionally** or **recklessly interfere with** or **misuse** anything provided for their **Health, Safety** and **Welfare**.

Implementation of this policy can only be **effective** by the **cooperation** of **all concerned**. Health and Safety is of **considerable importance** to **MOORLAND WALDORF INITIATIVE** and **all staff MUST carry out their duties** in a **safe** and **responsible** manner **at all times**.

#### **Endorsement:**

**Name:** Linda Parker  
**Position:** Chair of ECTE

**Name:** J W Filer  
**Position:** H&S Consultant, ECTE

**Date:** 28/11/18