



Polska Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

The Marie Skłodowska-Curie Polish Saturday School

Wimbledon- Putney, London (Rok Zał./Est. 1960)

Registered Charity Number 1179554

HEALTH AND SAFETY POLICY

Marie Skłodowska-Curie Polish Saturday School Wimbledon-Putney

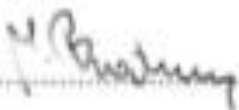

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Reviewed By:	Governing Body



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1. POLICY STATEMENT

- 1.1 This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.
- 1.2 The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:
- (a) Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
 - (b) Establish and maintain safe working procedures for staff and pupils.
 - (c) To provide and maintain safe school buildings and safe equipment for use in school
 - (d) Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
 - (e) Formulate and implement effective procedures for use in the event of fire and other emergencies.
 - (f) Investigate accidents and take steps to prevent a re-occurrence.

Signed  Signed 

Head Teacher

Chair of Governors

Dated 23.03.2019



2. ROLES AND RESPONSIBILITIES

2.1 The **Governing Body** has ultimate control of the school. They will:

- (a) Decide policy.
- (b) Give strategic guidance.
- (c) Monitor and review health and safety issues.
- (d) Ensure adequate resources for health and safety are available.
- (e) Take steps to ensure plant, equipment and systems of work are safe.
- (f) Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- (g) Maintain the premises in a condition that is safe and without significant risk.
- (h) Provide a working environment that is safe and healthy.
- (i) Provide adequate welfare facilities for staff & pupils.
- (j) Review and monitor the effectiveness of this policy.

2.2 The **Head Teacher** is responsible for the day to day running of the school. They will:

- (a) Promote a positive, open health and safety culture in school
- (b) Report to Governors on key health and safety issues
- (c) Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- (d) Ensure that all staff co-operate with the policy
- (e) Devise and implement safety procedures
- (f) Ensure that risk assessments are reviewed on an annual basis
- (g) Ensure relevant staff have access to appropriate training
- (h) Correspond with the Facilities Manager as requested to ensure any building/grounds issues are dealt with in a timely manner
- (i) Carry out an annual fire alarm
- (j) Fully co-operate with health and safety arrangements during larger building projects

2.3 **All School Staff** will:

- (a) Read the Health and Safety Policy
- (b) Comply with the School's health and safety arrangements
- (c) Take reasonable care of their own and other people's health and safety
- (d) Leave the classroom / playground / office in a reasonably tidy and safe condition
- (e) Follow safety instructions when using equipment
- (f) Supervise pupils and advise them on how to use equipment safely
- (g) Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- (h) Follow the accident reporting procedure



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- 2.4 In accordance with the school guidelines and procedures on discipline, **Pupils** will:
- (a) Follow safety and hygiene rules intended to protect the health and safety of themselves and others
 - (b) Follow safety instructions of teaching and support staff, especially in an emergency
- 3. ARRANGEMENTS**
- 3.1 Accidents and Incident Reporting
- (a) The accident reporting associated paperwork can be found in Reception under Duty Manager supervision
- 3.2 Administration of Medicines
- (a) Medication is only administered to pupils with the parental written consent only
 - (b) The parents have responsibility to advise the school about their children medical conditions, this is shared with the child's teacher and duty officer/first aider
 - (c) Special children's medical conditions notified/advised by parents are shared with the pupil's teacher and duty officer/first aider
 - (d) There are no medicines kept in school
 - (e) The only exceptions are asthma medication and 'EpiPens' (within prior written parents' consent). These are kept out of the reach of other pupils, under supervision of the first aid trained staff
- 3.3 Control of Hazardous Substances
- (a) As we rent/share the school premises we comply with the procedures already in place and supplied by the Ursuline High School. The latest policies are available under the link <http://ursulinehighmerton.sch.uk/index.php/about-the-school/policy-statements>
- 3.4 Educational Visits
- (a) All off site trips will be subject to risk assessment
 - (b) The risk assessment is always prepared in advance by appointed teachers who accompany the children on the trip
 - (c) The prepared risk assessments will be kept with the Duty Officer and the teachers going on the trip
- 3.5 Fire Safety & Evacuation of the Building
- (a) Fire exits have appropriate signage
 - (b) Plans showing exit routes are displayed by the door of each classroom
 - (c) A fire drill is practised and documented once a year by the Fire Marshall
 - (d) Evacuation times and any issues which arise are reported to the Trustees/Governors
 - (e) The maintenance of the fire extinguishers is responsibility of UHS



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- (f) A separate fire safety policy and risk assessment has been produced by the Trustees/Governors and it's available on our website as well as held by every member of the school staff on duty and volunteers within the school premises

3.6 First Aid Provision

- (a) The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location/number of first aid kits
- (b) There are two main First Aiders present at all times every Saturday
- (c) Portable first aid kits are taken on educational visits
- (d) If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trips

3.7 Manual Handling

- (a) Pupils and staff must only lift equipment and furniture within their own individual capability
- (b) Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely

3.8 Playground Equipment

- (a) Playground equipment it's used by children during break times and supervised by school staff and parents on duty.
- (b) If the equipment is used during lesson time supervision is again maintained by the teacher and prior arranged supporting staff
- (c) A decision is made and enforced if inclement weather (damp/ice) means that equipment becomes unsafe to use on a particular day

3.9 Playground Supervision

- (a) Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment
- (b) Parents who are in a supervisory role every Saturday are responsible for overseeing outdoor pupils' safety during break times as well as outside the classrooms if inclement weather.
- (c) Parents on duty are not allowed to bring their younger children (not currently pupils at the school) with them

3.10 Risk Assessment

- (a) The school maintains a comprehensive set of risk assessments that cover school visits and the running of the school building and grounds.
- (b) The school Duty Officers check the safety of the school pedestrian areas for any hazards and secure time before the start of the school day.

3.11 Slips Trips and Falls on the Level



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- (a) The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- (b) This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections
- (c) We comply with the UHS procedures but we also implement our own safety measures if deemed necessary.

3.12 Snow and Ice

- (a) UHS assesses the safety of the premises when there is snow and ice and informs the school that the site is closed if conditions are deemed to be unsafe.
- (b) If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

3.13 Supervision of Pupils

- (a) Sensible, safe behaviour will be promoted to pupils by all members of staff
- (b) Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules and regulations implemented by the Governing Body and the Head Teacher
- (c) Pupils will only be allowed into or stay in classrooms under adult supervision
- (d) Appropriate supervision of cloakrooms and toilet access will be in place at busy times
- (e) The parents acting in a supervisory role, oversee pupils' safety especially during break times, indoors and outdoors

3.14 Violence at work

- (a) The school deals appropriately with this issue.