

Health and Safety Policy
Polish Saturday School
Stratford upon Avon

STATEMENT OF GENERAL POLICY

The Management Committee of Polish Saturday School Stratford-upon-Avon recognizes that the health, safety and welfare of all staff and children is of paramount importance. In practice, the Management Committee of the school accepts they are responsible for the strategic overview of health and safety, including that of ensuring full implementation of the School's Health & Safety Policy. This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all our Supplementary school staff.

The Management Committee also accepts it's responsibility for setting out the overall Health and Safety Policy. This policy outlines the intention to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteers and pupils. The Management Committee will take all reasonable steps within its power to prevent or reduce the possibility of harm and injury to children, employees, volunteers and members of the general public as well as damage to the property and equipment, by promoting continuous improvement in health and safety standards.

On behalf of the Management Committee, we accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- all staff employed or volunteers at Polish Saturday School whilst they are at work;
- people other than Polish Saturday School employees or volunteers who may be exposed to risks arising out of, or in connection with, the activities of employees of Polish Saturday School whilst they are at work.

To effectively achieve this, Polish Saturday School will provide, so far as it is reasonably practicable:

- safe premises and systems of work;
- information, instruction, training and supervision;
- a safe working environment;
- safe access to and exit from a place of work and procedures for evacuation in an emergency.

While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of children and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with anything provided in the interests of Health and Safety. All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and children, are as safe and healthy as possible.

Responsibilities

The Management Committee will delegate authority for the development and implementation of this policy to the Headteacher who will ensure the safe day to day running of Polish Saturday School and that this Health and Safety Policy is maintained. The Headteacher will ensure that all employees and volunteers are aware of the content so that everyone can fulfill their duties to co-operate with this policy. Any amendments or updates to this policy will be brought to the attention of the relevant children, employees, volunteers, parents and members of the general public by the Headteacher.

Accidents and all other Health and Safety incidents including near misses are to be reported by the Headteacher in accordance with the CYPS Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences at Education Establishments.

Therefore, whenever another employee, volunteer, pupil or parent notices a health or safety problem that they are not able to put right, they must straight away report this to the Headteacher.

It is imperative that all staff and volunteers should comply with the following health and safety guidelines and procedures:

Fire:

1. Staff and volunteers will read, be aware of and make children aware of the fire exits, fire regulations and evacuation routes. Visitors should be made aware of arrangements in case of a fire.
2. Staff and volunteers will know the whereabouts of fire extinguishers.
3. Fire Extinguishers, Smoke Detectors and Fire Exits will be clearly identified, kept clear and unlocked when the building is in use at all times.
4. If anyone is in doubt of the ability of using the fire extinguisher to extinguish a fire, they will not attempt to tackle it, but will telephone the Fire Brigade. The safety of the children, staff and volunteers is the top priority.
5. Fire Procedures detailing action to be taken in the event of a fire, should be displayed.

Equipment:

1. Furniture and equipment will be kept clean and in good repair. Staff and volunteers will check all equipment regularly.
2. Electrical leads will be tucked safely away. They will not be in such a position that an appliance could be easily pulled down or on top of someone.
3. Tables and chairs will be placed in such a way so as not to cause injury or obstruction.
4. Staff and volunteers will read the instructions of any equipment in use and follow them.
5. Potentially hazardous equipment will be protected or put out of the way of children. Hazard information will be accessible for everyone who needs it.
6. Any unsafe item or situation will be made safe or reported immediately to

the Headteacher.

Premises:

1. Entrances and exits (including fire exits) will be kept clear and accessible at all times.
2. Premises will be kept clean, well lit, adequately ventilated.
3. Rooms will be maintained at an adequate temperature.
4. Outdoor play ground will be kept safe, secure and well maintained.
5. Rooms used by Polish Saturday School will be used solely by the school during the hours of operation.
6. Premises and activities will be risk assessed and a written record of these made and any actions noted. These records will be held on file.
7. Polish Saturday School operates a strict NO SMOKING policy for staff, volunteers, parents /carers and visitors to the premises.
8. All doors, windows and any other access points will be secured appropriately at the end of each session.

Staffing:

1. All staff and volunteers will be Criminal Record Bureau (DBS) checked. Only staff and volunteers that pass will be permitted to work with pupils attending Polish Saturday School Stratford -upon-Avon.
2. All staff and volunteers will have induction training, including Health & Safety and Child Protection policies and procedures, in their first week.

Supervision:

1. The level of supervision for under-8s will be at least 1:12 (staff: child ratio) on site, 1:6 off site. Staff and volunteers under 17 years of age are not counted in the staff: child ratio.
2. No adult will be left alone with a single child.
3. No young person under the age of 18 will be left alone with a group of children.
4. Whilst their DBS vetting is in progress, staff and volunteers will not be left alone with a group of children. Another adult will always be present who has been DBS checked.
5. No child will leave the premises unless with a parent/carers, or other person authorized by the parent/carers.
6. If a child is missing, the parent/carers or the police will be notified immediately, as well as Management Committee representative. The Missing Child Procedure will then be followed (see below).
7. Staff and volunteers will not be under the influence of illegal drugs or alcohol whilst on the premises. Immediate disciplinary action will be pursued in such case.

Missing Child Procedure:

1. When a child has been discovered missing from the school (after registration), the Headteacher will be notified immediately.
2. The parent/carer (or emergency contact) will also be notified immediately, as well as a Management Committee representative.
3. The Headteacher will contact the police.
4. Ensuring that the other children are secure, where possible, an adult should begin a search for the child, keeping the Headteacher informed of their location and where they have attempted to search for the child. This adult should return to the school premises upon the request of the parent/carer, Headteacher or police.
5. If the child is found, they must be returned to the school premises immediately and the parent/carer called.
6. The Headteacher and parent/carer will determine the next course of action – temporary/permanent suspension from the school, communication with Social Services, provision of additional adult support with the child's class, etc.

Record Keeping:

1. Registration forms will be completed and kept on file for every child attending Polish Saturday School.
2. A daily attendance register will be used. The register will also record which staff and volunteers are present.
3. Authorisation from the parent/carer will be required prior to picking up of children by anyone except themselves. If a child is uncollected the Late Collection/uncollected Children Procedure will be followed (see below).
4. Written authorisation from the parent/carer will be required for children to take part in trips off the premises.
5. A record will be kept of all visitors to the school (their names will be inserted on the Register).
6. All records will be held securely and kept confidential (except as legally obliged).

Late collection / uncollected Child Procedure:

1. Pupils who are not collected by their parent/carer at the end of school will stay in the possession of two staff members.
2. The parent/carer (or emergency contact) will be contacted and arrangements made for their immediate collection.
3. When the parent/carer (or emergency contact) cannot be reached, it is essential that the child remains with the two adults and does not receive a ride home from anyone else without the parent/carer's permission.
4. Relevant authorities such as Children's Services need to be contacted if cannot reach parent/carer for 30 min of past collection time.

First Aid:

1. There will always be a qualified First Aider present when children are in attendance. The First Aider, whose names will be posted, will deal with accidents.
2. A First Aid Box and Accident Book will be maintained in good order. All staff and volunteers will be made aware of their location.
3. First Aid Box located next to Reception room. Designated persons for the first aid boxes are: Renata Barys and Katarzyna Grudniewska.
4. All accidents will be recorded in the Accident Book and signed by a parent/carer to show that they have been informed. The accident forms are then kept in date order in the children's registration file.
5. Records with any medical history of children are kept in the school. Information kept in these records are given by the parents upon registering their children in the school at the beginning of each year. In case of emergency, information is drawn from these records (see next section).
6. Staff will wear disposable gloves when cleaning up body fluids (blood, vomit, urine etc). If bodily fluids come into contact with anyone, they will be washed off immediately.
7. Children will only receive medical attention if the parent/carer has agreed to this in the Registration Form.
8. Any medication given to the child by the teacher must be provided by the parent with the name clearly printed on it by the pharmacist.
9. Before dealing with wounds, staff and volunteers will wash their hands and cover any cuts or sores with a waterproof dressing (after taking guidance from First Aider if necessary). After dealing with wounds, staff and volunteers will wash their hands again.
10. Clinical waste, such as plasters and blood-stained tissues, will be disposed in a plastic bag.
11. Any accidents resulting in medical attention will be reported to the Management Committee.
12. Any accidents occurring due to the premises or building will be reported to the managers/school care taker.
13. Any accident which is potentially life threatening will be reported to the Health & Safety Executive under RIDDOR regulations (Reporting of Dangerous Occurrences).
14. First Aid Training Courses provided to at least two members of Polish Saturday School staff every two years and record is kept.

Accident / Emergency Procedure

1. Stay calm.
2. Assess the situation. (Two members of staff deal with the situation and the person involved in the accident and the rest with other children. In case of more than one people involved in an accident then decisions must be taken on the spot, Police/ Ambulance/ Fire Service should be notified immediately by dialing 999)
3. Get the First Aider to the scene – organize emergency first aid if necessary.
4. Reassure victim & remove other children from scene and reassure them.

5. Phone emergency services.
6. Pass on clear details about incident/accident, including information from child's registration form to emergency services.
7. Telephone parent/carers or emergency contacts.
8. Go in the ambulance with the child if the parent/carer not present.
9. Stay with the child until parent/carer or emergency contact arrive.
10. Phone Management Committee member with responsibility for Health and Safety to inform of accident/incident.
11. Staff who witnessed an accident need to complete an accident form as well as regular accident report. Any serious accident/incident will be investigated by the Management Committee as well as reported to the relevant organizations.
12. Designated person: Mrs Renata Barys (Headteacher).

Allergies / Dietary / Medical Requirements:

1. A record will be kept of all allergies and specific dietary or medical requirements of registered children.
2. The Headteacher will make all staff and volunteers aware of any allergies or specific dietary or medical requirements of children in attendance.
3. Parents/carers will give written permission if staff and volunteers are required to administer medication to their children. Polish Saturday School's medication policy will be followed.
4. Medication will be stored in the original containers, clearly labeled and kept inaccessible to children.
5. A record will be kept of all medication administered to children.
6. Children who become ill during a session will be cared for in accordance with Polish Saturday School's sick children procedure.

Medication Policy:

1. If staff and volunteers are required to administer medication to pupils, the parent/carer will have provided written permission.
2. The Headteacher (or another elected staff member or volunteer) will discuss the procedures and necessary timings with the parent/carer and the pupil.
3. The same adult will administer the medication where possible.
4. The medication will be clearly labeled with the child's name, name of the medication and instructions will be left as well.
5. The medication will be in a locked cupboard and accessed only by the adult agreed to administer the medication.
6. If there is any adverse reaction to the medication, the parent/carer (or emergency contact) will be called immediately and the Emergency Procedure will be followed.

Sick Children Procedure:

1. A pupil who has been ill or sick within 24 hours of the beginning of the school day will not be admitted to the school. This is for the protection of all the pupils, staff and volunteers.
2. If a child has been sick, he will be removed from the immediate surrounding area. First Aid will be administered if necessary and the area will be cleaned using disposable gloves.
3. Any child who begins to feel unwell throughout the course of the session, will be removed from their lesson and First Aider will assess the pupil.
4. The parent/carer (or emergency contact) will be contacted and the child will then be collected.
5. The Emergency Procedure will be followed if necessary.

Related Link

The Safe Keeping guidance – a good practice guide to Health and Safety and Study support - Teachernet.gov.uk