

Explore Languages (Hafez School)

POLICY: Health & Safety Policy

POLICY DATE: September 2024

REVIEW DATE: September 2026

This document is statement of the aims, principles, and strategies for ensuring that Health and Safety at Explore Languages (Hafez School) is taking place appropriately.

Aims

Our aims for Health and Safety are to:

Provide a safe and healthy environment for children, teaching and nonteaching staff, parents and all other people who come onto the premises of our school on Saturdays on weekly basis.

Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a health and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision, and the co-operation of all personnel (children and adults).

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:

Being fully aware of their own responsibilities for maintaining a safe and healthy environment

Being familiar with all instructions and guidance of safety within the school

always using common sense to take responsible care for safety of their own and that of others

Reporting any unidentified hazards to the Head Teacher without delay

The Management Team (Governors, Head Teacher) work towards the school's aims

Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school

Making termly inspections to ensure that a safe and healthy environment is maintained

Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously

Ensuring that all members of the school community are aware of their own responsibilities

Taking responsibility for devising and implementing a school Health and Safety policy

Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken

Ensuring that all staff are familiar with the Health and Safety policy of the school and the LA and any other relevant codes of practice and legislation

Facilitating safety training for staff

Taking active steps to ensure that equipment, buildings, and grounds are safe, secure and well maintained and that any damage is quickly reported to the main School for their attention

Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained

The Head Teacher works towards the school's aims by:

Taking responsibility for the operations of the Health and Safety policy

Teachers work towards the school's aims by:

Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others

Being good role models – vigilant and careful

Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others

Providing opportunities for children to discuss appropriate health and safety issues

To make sure risk assessment are carried out before any off-site visits

Pupils work towards the school's aims by:

Developing a growing understanding of health and safety issues

Contributing to the development of codes of practice

Conducting themselves in an orderly manner in line with these codes

Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it

Parents work towards the school's aim by:

Ensuring that children attend school in good health

Providing prompt notes/phone calls to explain all absences

Providing support for the discipline within the school and for the teacher's role

Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others

Allowing children to take increasing personal and social responsibility as they progress throughout the school

always accepting responsibility for the conduct of their children

Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies

The Site Manager/ caretaker is responsible to the Head Teacher for:

Maintaining a high standard of housekeeping

Reporting to the Head Teacher any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so

Liaising with Health and Safety representative to carry out regular inspections of school premises

Procedures

For ensuring involvement of all members of the school community we have:

Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues

Providing children with opportunities to discuss health and safety issues

A programme of personal and social education designed to promote mutual respect, self-discipline, and social responsibility

A programme of health education

For accident prevention, reporting and investigation we have:

Risk assessments formulated and regularly reviewed

Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible

Promptness in reporting potential hazards to the Head Teacher and immediate response to such reports

Reporting all accidents to the Head Teacher and a note made in the school accident book in accordance with LA regulations

Prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures

For First Aid provision we have:

Recognised First Aiders in school

Provision of fully stocked first aid boxes in all classrooms and in the school hall

Notification to parents of any head injury or minor injuries on appropriate slip

Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital

A list of first aiders is kept in the school office, along with their training dates

For fire precautions we have:

A set of regulations for emergency evacuations

A termly fire drill which is monitored in accordance with the main school (Manor Park Primary School) guidelines

All fire exits clearly signed

For coping with special medical conditions, we have:

Information given to all staff about any special medical conditions of children in school and about what response may be required in an emergency

A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and handed to the Head Teacher for assistance

For administering of medication, a consent form must be signed by parents or guardian

Asthma sufferers to take their inhalers with them

For ensuring personal hygiene we have:

Encouragement of a high standard of personal hygiene, this involves teaching all children to wash their hands after using the toilet and be responsible for their personal hygiene.

Close supervision and appropriate rules in place

For safety on school trips and outdoor activities:

Risk assessment completed for each school trip – consider staff pupil ratio, issuing of first aid kit, wrist bands, high visibility vests and mobile phone. Every group supported by a member of school staff