



## Health and Safety Policy

The Health and Safety Officer and First Aider is: Yim Kam Lam

Pei Ying Mandarin School aims to create and provide a safe environment without a risk to the health and safety of children, staff and visitors.

The Health and Safety of all pupils, staff and visitors who use the school premises is of critical importance to the school. We expect all staff to act in accordance with the Health & Safety Work Act 1974 which requires them to act in a way which poses no risk to their own or any other person's health and safety. ('Other Persons' is defined as being staff, pupils, parents and visitors to the school).

To ensure Health and Safety is taken seriously by all Committee Members, Teaching Staff and Helpers we have prepared this guidance to ensure compliance with the policy.

### Duties and responsibilities

#### The Health & Safety Manager: Yim Kam Lam

- is responsible for ensuring that information is issued and that the school's health and safety policy is reviewed and monitored
- will ensure a high standard of health and safety is maintained in the school, and in order to do so,
- will instigate any investigations when appropriate
- will arrange for staff to attend first aid/health and safety courses
- will ensure that fire drills take place at least twice a year.

#### Committee Members, Helpers and Volunteers will:

- provide a safe and healthy working/teaching/learning environment in compliance with statutory regulations.
- ensure staff comply with safety instructions and practice and that staff also understand and accept their responsibility in relation to Health and Safety procedures.
- assess the risks to Health and Safety in and around the setting.
- provide safe systems of working to ensure the health and safety at work of all staff and pupils.
- provide adequate information on health and safety at work
- ensure all accidents, incidents and dangerous occurrences are adequately recorded and reported.
- ensure all staff, students, volunteers and any other adult who comes into contact with children at the school have appropriate DBS checks.

- ensure at all times the Health and Safety and welfare of children, staff and others involved in the school's activities.
- regularly monitor and review the effectiveness of our health and safety policy.
- provide adequate first aid facilities.
- establish, practise and maintain effective emergency evacuation procedures.
- carry out investigations of any accidents and dangerous occurrences to prevent a recurrence.

Committee Members, Teachers/Teacher Assistants, Helpers & Volunteers will:

- familiarise themselves with the Health and Safety policy and its place within their work.
- take reasonable care for their own health and safety as well as of others who may be affected by their acts or negligence at work.
- report and record any accidents, incidents of violent or verbal abuse, any hazard or dangerous occurrences to the designated person and appropriate format.
- make sure the equipment and premises that are used by children, and the activities that are carried out at the school are safe.
- encourage pupils and visitors to comply with Health and Safety policy.
- ensure pupil records such as parent/guardian contact details and medical conditions are updated.

## **SECURITY**

Pupils should only be collected by a relative, guardian or an adult known to them. Adults, other than relatives or guardians, can collect children but only by pre-arrangement.

In the unlikely event that a child is not picked up and there is no note to say the parent/carer will be late, the Head teacher will stay with the child.

If there is no contact, the Head teacher will contact the second provided phone number. **It is the responsibility of parents/carers to inform the school of any changes to contact details and emergency contact numbers are provided and up to date.**

Any strange adult on school premises must be challenged as to their purpose. If necessary, the School Office and the Head should be notified.

## **GENERAL**

- a) In the case of any accident or emergency the duty of informing parents will be primarily the responsibility of the Headteacher, or the School Office staff.
- b) Health records will be taken when children are accepted at school. They will be updated at intervals and are available and should be checked by staff at the beginning of the school year.

All incidences of staff dealing with children's health and safety to be reported to the Headteacher or Health and Safety Manager.

- c) All incidences of staff dealing with children's emotional or behavioural problems to be reported to the Headteacher or School Office.
- d) All incidences of children being sent home due to illness to be dealt with by the Headteacher or the School Office.
- e) Any incidences of suspected safeguarding issues/concerns to be reported to the Headteacher or School Office.

### **SAFE WORKING PROCEDURES**

- a) The Health and Safety Manager will arrange induction training in health and safety training for all committee members, volunteers and helpers.
- b) Health and safety training needs will be identified, arranged and monitored by the Headteacher & Health & Safety Manager.
- c) The Headteacher and Health and Safety Manager are responsible for the investigation of serious accidents or incidents which could give rise to personal injury. The Headteacher will seek input from those involved if necessary.

### **REPORTING INJURIES AND ACCIDENTS**

The Headteacher must report accidents which result in:

- Where there is an accident connected to the work activity which causes injury to pupils, members of the public and they are taken from the scene of an accident to hospital for treatment to that injury.
- Specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

In the event of serious accident or injury to a pupil on site the Headteacher will report to the parents on the outcome of the investigation. If the parents are not satisfied with the action taken, they should be advised to make a complaint following the procedures laid out in the Complaints Policy.