



AZBUKA Russian-English Bilingual school

Health and Safety Policy

All the Azbuka Russian-English Bilingual school policies should be read in conjunction with the Equality Policy, Safeguarding and Child Protection Policy

Related Policies: Trips and Educational Visits Policy, Safeguarding Policy, Premises Management , Security Policy and Procedure, Outdoor Education Policy, EYFS Outdoor Education Policy, First Aid Policy, Medicines in School.

The Head Teacher at Azbuka will take steps to meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation.

The Head Teacher is responsible for:

- Regularly monitoring health and safety arrangements in school and implementing new arrangements through the staff when necessary.
- Taking overall responsibility for the school's H&S arrangements, their dissemination to staff, parents and pupils and for their implementation
- Reporting to the Governors on issues of H&S
- Endeavouring to maintain, through the School Business Manager and Premises Manager, all machinery and equipment in a safe condition and to provide adequate welfare facilities for staff and pupils.

All members of staff have health and safety responsibilities and are, therefore, required to:

- Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do

- Cooperate fully with all health and safety arrangements
 - Report any defect, or other health and safety matter they become aware of, to the Head Teacher, or the School Business Manager.
 - Use correct equipment, tools and protective equipment as necessary and only if competent to do so
 - Maintain a comprehensive School Risk Assessment Form for main range of risks, hazards and activities
 - Carry out risk assessments and review/log as necessary
 - Ensure that they are familiar with the Staff Handbook and all the related policies and procedures which affect health and safety.
- Arrangement covering the main risks and hazards in our school

1. Fire Evacuation and other Emergency Arrangements

A fire practice is held termly and reported in the Fire Log Book which is kept in the office and available for inspection. Signage for fire evacuation is in every classroom, including the location of the fire assembly point.

Any issues are recorded and acted upon promptly by the Head Teacher. The fire alarm is tested weekly by the Premises Manager who also has a schedule for the inspection of fire detection and fire-fighting equipment and emergency systems. The safe evacuation of persons is the priority in the event of any evacuation. Full details of responsibilities of personnel and procedures to be followed in the event of an evacuation can be found in the Fire Log Book.

2. Accidents, First Aid and Medicines in School

The Office Manager is the named First Aider of the school and is responsible for the maintenance of first aid kits. She is the first point of call when pupils or staff are injured or ill. The names of all staff who have received First Aid Training are displayed in the office and staff room. First Aid boxes are located in the office and are carried offsite every time children go out for visits, games or break. Risk assessments are undertaken for all relevant activities. There is a Medicines in Schools Policy which is adhered to by staff and parents.

All accidents, incidents and dangerous occurrences have to be reported and investigated in accordance with current legislation. Any injury is reported immediately to the Head Teacher/Office Manager and an entry made by the

Office Manager in the Accident Book. The Accident Book and report forms are kept in the School Office.

3. Lone Working

All staff working alone after hours, at weekends or in holiday periods should notify the Head Teacher or take all appropriate steps to keep themselves safe. This includes keeping external doors locked for security, not carrying out hazardous activities, ensuring that help can be summoned if needed and notifying a partner, friend or colleague of their whereabouts and estimated time of return.

4. Manual Handling of Loads

No member of staff should carry heavy or difficult objects without assistance. Under no circumstances should children carry large, heavy or dangerous objects around the School.

5. Equipment

PE Equipment, Play and Cooking, PE equipment will be inspected by a competent person termly. All members of staff are responsible for making visual checks to equipment before allowing it to be used by pupils. If there is any doubt e.g. wet or slippery conditions, the Head Teacher should be consulted for a decision based on the risk presented. Pupils are not allowed to use play or PE equipment without appropriate adult supervision. Risk assessments are carried out for a range of activities