

HEALTH & SAFETY POLICY



Leeds Chinese Community SCHOOL
Registered Charity Number 516097

利 茲 華 人 中 文 學 校

STATEMENT OF INTENT

Leeds Chinese Community School

The Health & Safety structures and procedures of the school are designed to:

- Establish a safe and healthy working and learning environment throughout the school
- Establish and maintain safe working procedures for staff and pupils, especially in areas or processes identifiable as hazardous or potentially hazardous.
- Encourage and support the incorporation of education safety matters into curricula.
- Develop safety consciousness and minimize risk by constantly reviewing methods of work and material used.
- Provide or facilitate the necessary training for staff in meeting their responsibilities.
- Ensure that health and safety factors are fully taken into account when new equipment or processes are introduced.
- Conform to all relevant and current regulations and codes of practice contained in the Health and safety at Work (etc) Act 1974, so far as is reasonably practicable.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

INTRODUCTION

This policy has been compiled to assist Leeds Chinese Community School (LCCS) to co-ordinate all matters related to Health & Safety and to satisfy obligations under health & safety legislation. The policy should be used as a source of reference and should be read in conjunction with the host school-Grammar School at Leeds (GSAL)'s Health & Safety policy.

It is the objective of LCCS and its management team to achieve and maintain the highest standards of Health & Safety achievable on the GSAL site. To this end LCCS will observe and promote the host school's health & safety requirements.

It is LCCS policy that the promotion of Health and Safety measures is the mutual responsibility of management and volunteers alike. Indeed, the charity recognizes that its most valuable resource in the prevention of accidents in the workplace is the careful attention of all the volunteers.

For its part, LCCS will do everything reasonably practicable in areas and activities within its control to prevent injury to personnel, visitors, and others and damage to property. This includes protection against foreseeable work hazards.

LCCS recognizes that co-operation between teaching staff and pupils are crucial in achieving and maintaining high standards of health & safety.

1.0 General Health & Safety policy

- It shall be the responsibility of all persons to ensure that the provisions of the Health and Safety at Work etc Act 1974 (HASAWA) and all other relevant legislation is carried out.
- LCCS shall, so far as is reasonably practicable with regards to any place of working or activity under its control, ensure that maintenance of it is in a condition that is safe and without risk to health and the provision.
- LCCS will provide such information, instruction training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work and associated activities of all persons connected with the school.
- Failure to observe the Policy and Provisions of the Health and Safety at Work etc Act 1974 or other legislative requirements could result in prosecution.
- It is the policy of LCCS to periodically review its Policy and Procedure and ensure sectional works are aware of its contents.
- School healthy and safety officer together with the head teacher and the managing committee are responsible for review and monitoring of this Policy and Procedure.

1.1 School Health & Safety Responsibilities

Leeds Chinese Community School:

- Comply with legislation.
- Provide safe and healthy working and learning conditions within the school.
- In areas and activities under their control provide adequate precaution to minimize the risk and in avoiding accidents and injury to staff, pupils and visitors.
- Provide sufficient information to ensure that all parties are aware of hazards and hazardous materials at the school.
- Provide and publish Health & Safety procedures to school personnel.
- Provide Health & Safety induction training, instruction and procedures appropriate for the school to ensure the Health & Safety of staff, pupils and visitors.

1.2 Head teacher Main Responsibilities

- Discuss with the School committee methods of preventing injury to any persons connected with the school and possible improvements in existing working methods that affect health, safety and welfare.
- Arrange for training with regard to health and safety.
- Inducting teachers and teaching assistants on health and safety policies and procedures

1.3 School managers Responsibilities (please also refer to full duty manager's responsibilities in a separate document)

- Understand the broad health and safety requirements of relevant Regulations.
- Ensure all teachers, teaching assistants and visitors sign in when they stay in school and sign out when they leave.
- Ensure that the children are attended to during school time and picked up safely by their parents or guardians after school.
- Work with Health and Safety officer to provide supervision during break time.
- To organise and keep all relevant documentation up to date in the on duty manager's folder.

- Arrange the storing of materials to avoid any possible hazards.
- Ensure that the required First Aid and Emergency equipment is available.
- Liaise with the committee in order to maintain safe working environment
- Keep the all hired classrooms and communal areas tidy. Update tidiness check form before and after school.
- Report and investigate all accidents and incidents in line with procedures and legal requirements.
- Lead the fire drill practice as required.

2.0 Vehicular Access to Site

Staff, parents and visitors are given access to the GSAL's visitors' car park.

All spaces are based on first come first serve, between staff, parents and visitors.

2.1 Accident Reporting

School has designated a management committee member, Mr. Man Chiu Leung as Health & safety officer.

All accidents occurring in LCCS, including minor cuts and abrasions, will be logged in the site Accident Book, located on reception desk in school hall.

Details of the accidents and suggestions for prevention of further occurrences will be presented to the school Health & Safety officer. He/she will monitor accident/Incident rates and reporting procedures.

2.2 First Aid

School registered First Aiders are Mr Man Chiu Leung and Ms Yiling Chan.

In the event of a First Aid emergency, the First Aider should be called for by an able person, where the first Aider will come to your assistance.

All injuries however minor shall be reported to the Schools manager and shall be treated by a qualified First Aider.

- The First Aider will be trained to a standard approved by the Health & Safety Executive. The First Aider will hold a current certificate issued by St John's Ambulance Association or an approved body. This certificate is awarded after completing a training course. The qualification of the First Aider must be renewed every three years by attendance at a refresher training course.
- Under no circumstances can any First Aider administer medicines or tablets to pupils and staff, these include paracetamol and aspirin.
- Normal first aid procedures and guidelines should be followed, paying particular attention to the need to wash hands before administering first aid.
- When a serious accident occurs, the First Aider must be sent for immediately and the school manager will call for an ambulance.
- If a pupil is taken to hospital by ambulance, the respective Head will make the decision as to who will accompany that pupil. The accompanying adult will remain until the pupil's parent(s) arrive(s). The school will inform the parent immediately after the incident.

- An awareness of any pupil or member of staff carrying an infectious disease (HIV, AIDS, and HEPATITIS etc.) will be handled by the Head teacher.

2.3 First Aid Boxes

First Aid boxes will be located in school cabinet. They will be regularly inspected and kept sufficiently stocked at all times.

Statutory First Aid Boxes may contain the following:-

- Printed list of contents and a leaflet giving general guidance.
- Individually wrapped dressings.
- Sterile eye pads and attachment.
- Triangular bandages.
- Safety pins
- Selection of large, medium and extra large sterile un-medicated dressings.
- Where mains tap water is not available sterile saline solution should be provided.
- Eye irrigators and disposable plastic gloves should be provided.
- No creams, lotions or drugs however mild will be kept in these boxes.

2.4 Fire, Safety and Emergency Procedures.

Detailed written regulations covering all aspects of emergency evacuations in the School including all classrooms must be followed.

On discovery of a fire, the following action should be taken:-

- **SOUND ALARM**

Any person discovering an outbreak of fire should sound the nearest fire alarm.

The fire alarm signal/sounders will be continuous siren which is located throughout the school corridors.

This may be initiated by breaking the glass on one of the nearest fire alarm call points, or by pressing the evacuation button on the main Fire Panel located in the reception entrance foyer.

All people must leave the building immediately on hearing the fire alarm.

- **REPORTING THE FIRE**

The person, who has discovered the fire, after sounding the alarm, is to go immediately to the assembly point and give Head teacher/school manager the location and any further details of the fire.

The Head teacher/school manager will then advise the Emergency Services on arrival.

In the case of a false alarm, the building should still be fully evacuated.

- **EVACUATION PROCEDURE**

Teaching staff and pupils should evacuate out of the building, in silence and without panic, via the nearest designated escape route.

On leaving the classroom and staff facilities, teachers should ensure that all apparatus is switched off and window closed.

Delegated staff should see to the evacuation of people with disabilities.

The school manager should collect all the signing register.

Pupils should assemble immediately in class groups to allow their teacher to check the pupil register to ensure that all pupils are out of the building.

When teachers are satisfied that each pupil is accounted for, they should inform the school manager.

No one should be allowed to re-enter the building without permission of the Head teacher/school manager

- **FIRE DRILLS/TESTING**

The fire drill practice should be carried out at least twice a year.

Except for the first drill in the year, all further drills should be held without warning and staff and pupils should not know that it is a drill until roll calls are completed.

2.5 Evacuation procedures in the case of fire.

It is essential that the Evacuation Procedures are followed in the case of fire and that they are understood by all those who use the building.

The needs to avoid rushing and panic must be emphasised if evacuation is to be achieved safely. The procedures must be customised for each particular building but should take account of the following points:-

A plan of the building with the nearest exit and evacuation routes clearly marked will be displayed.

A procedure sheet will be displayed with the following advice / information on it:-

- The name of the person in charge of the assembly point.
- Where the assembly point
- What to do if a fire is discovered.
- What to do if the fire alarm is sounded.

- The 'DO NOTS'.

There should be designated people who will be responsible for checking toilets or other areas where anyone likely to be. Arrangements for this and the number of people to carry out this task will depend on the particular layout of each building.

2.6 Power Failure.

In the event of a power failure pupils and staff should remain where they are until the school manager gives further information.

2.7 Break time

Children should be supervised at break time. A rota should be drawn out for teachers to be on break time duties to support the duty manager.

2.8 School Trip

Ensure appropriate adult to children ratios are met in all school trips.

Ensure safety of children during these trips by following agreed procedures.

In the event of emergency

The trip leader should contact Head teacher or the emergency telephone number as soon as possible.

Parents

Head teacher are to contact parents of the pupils on the trip as soon as possible using the numbers and names of the next of kin A note must be kept of who has been informed and what has been said.

Any caller to the school or Head teacher must be checked before information can be released. If necessary take the number and call back after checking.

Parents should be offered useful phone numbers e.g. the emergency number.

Offer help with arrangements of transport to school, hospital or the site of the incident if needed. It is important that pupils involved in the incident are reunited with their parents as soon as possible.

Staff

The teaching and non-teaching staff needs to be informed as soon as possible. A staff briefing will be called by Head teacher.

Pupils

Head teacher will inform the pupils simply and without fabrication about what has happened. Questions should be answered as straightforward as possible and where questions cannot be answered at the time, this should be acknowledged.

2.9 Crisis Procedures on Site.

A situation may arise where loss of services, weather conditions or an emergency interrupts the day to day operation of the school. The following are examples of incidents

Incidents

- Loss of Electricity
- Loss of Water
- Loss of Gas
- Snow/Weather
- Fire

Please contact the on duty manager should these incidents occurred.

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The above policy is reviewed on 13 Nov 2016 by Tatum Yip and approved by the Leeds Chinese Community School committee on 27 November.

The policy is review every 3 years.