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**ZNANIYE**  
THE RIGHT WAY TO SUCCESS

**ZNANIYE LIMITED**

# **Health and Safety Policy**

**Date: 20.08.2020**

**Review Date: 20.03.21 (6 MONTHS)**

# Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Head Teacher and Senior Leadership Team (SLT) discharge their duties under the Health and Safety at Work etc Act 1974.

The Management Team of the School are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

As a supplementary school, Znaniye branches are all within registered schools who Znaniye works with very closely to ensure both our and their Health and Safety policies are adhered to, to ensure smooth cooperation and the optimal safe learning environment.

Znaniye regularly checks the risk assessments, policy updates and any other necessary documents of our locations to ensure this health and safety procedure is adhered to.

**AINA MAMAEVA**

**Head Teacher**

**Dated 20.08.2020**

# Roles and Responsibilities

The **School Director** has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner

**Administrators** at each branch will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

**All School Staff** will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school 'Student Code of Conduct' **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others<sup>4</sup>
- Follow safety instructions of teaching and support staff, especially in an emergency

## Arrangements

### Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office with only the branch administrator having access
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

### Educational Visits

- All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be closely followed

### Electrical Testing

- All items of portable electrical equipment in school are inspected and checked annually

### Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by each branch administrator
- Evacuation times and any issues which arise are reported to the Director
- Fire extinguishers are checked annually by the branches own lettings team

### First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

### Lifts & Hoists

- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a regular basis by our partnering location
- Lifting equipment not used to lift people is inspected on an annual basis

### Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability

- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

#### **Playground Equipment**

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a day

#### **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

#### **Risk Assessment**

- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments

#### **Slips Trips and Falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

#### **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

#### **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process
- Training is provided by Znaniye for staff and attendance is compulsory