

Health and Safety Policy

Ming Tak Chinese School where we are committed to developing each child's full potential within an environment. We acknowledge the need to ensure a safe and secure environment for all those involved in the community of the school.

General

The Governing Body notes the provisions of the Health and Safety at Work Act 1974, which states that it is the duty of every employer to conduct his or her business to ensure a reasonably practicable, not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonable practicable steps to secure the health and safety of pupils, staff and others using the school premises. We believe that prevention of accidents, injury or loss is essential to efficient operation of the school and is part of the good education of its pupils.

The Duties of The Governing Body

In the discharge of its duties, the Governing Body, in consultation with the Headteacher, will:

- a. make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any major health and safety legislation and codes of practices which are relevant to the work of the school.
- b. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- c. periodically assess the effectiveness of policy and make changes if necessary.
- d. identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

The Governing Body undertakes to provide:

- a. a safe place for staff and pupils to work
- b. safe equipment
- c. safe arrangements for the handling, storage, transport of articles
- d. safe and healthy working conditions to meet statutory requirements
- e. periodical supervision, training and instructions.
- f. safety and protective clothing together with guidance and instruction
- g. plan for all staff, including temporary and voluntary staff and helpers to receive comprehensive information on relevant health and safety issues.

The Duties of the Headteacher

The Headteacher has responsibility for the day to day running and maintenance of safe working practices for teaching and non-teaching staff together with support staff, pupils and any other person using the premises.

The Headteacher should take all reasonably steps to achieve the result with the cooperation of all staff. The Headteacher will:

- a. aware of the Health & Safety at Work Act 1974 and other health and safety legislation and code of practices.
- b. consult with members of staff on health and safety issues.
- c. risk assessment to allow prompt identification of potential hazards.
- d. provide adequate training to staff in health and safety matters.
- e. encourage all employees to express their views of reducing risk
- f. collate accident and incident information and carry out investigations.

The Duties of All Members of Staff

All staff should make themselves familiar with the requirements, legislation and code of conduct of Health & Safety at Work Act 1974. They must take reasonable care of their own and other persons' health and safety who may be affected at work. They must abide, co-operate, and perform their duties or requirements that their employer 's impose on. They must use the correct equipment and tools for the job. They must report any defects in the premise which observe. They ensure all highly flammable or toxic substances are properly labelled and stored.

Hirers and Contractors

The headteacher will seek to ensure the contractors or hirers to carry out their operations in a manner to meet health and safety requirements.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher or deputy must take necessary actions to prevent risk of injury.

Risk Assessment

The Headteacher will ensure that risk assessment of the premises, methods of work is carried out. Periodical inspection should be carried out to identify defects together with remedial action in order to avoid risk. Findings must be recorded and reported to Glenthorne High School.

First Aid

The Governing Body and Headteacher should arrange staff to receive First Aid training on a regular basis.

First aider(s) should be in site at any time. First aid materials will be held at the convenient location and marked prominently. The First Aid Box should be regularly checked to ensure the sufficient first aid materials to meet the needs.

Monitoring and Review

The Headteacher should update the Monitoring and review with staff annually.

Other Arrangements

Classrooms – No pupils are allowed to enter classrooms without teacher or teaching assistant supervision. Teacher or teaching assistant must ensure all pupils leave the classrooms during the breaktime.

Playtime Supervision – Adequate supervision should be maintained during playtimes and staff on duty should report any reduction in the level of cover. The duty members are responsible for ending playtime. Supervision must begin as the children exit the building.

Playground Supervision

Supervising staff should ensure that:

- all external gates are locked.
- ball games are only played in the designated areas
- the children are not allowed handling stones or similar objects.
- there are no rough games, climbing, swinging, and hanging.
- no child is within the environmental area without a supervising member.
- all accidents should be reported to the Headteacher, senior member or designated first aider immediately.
- any hazards should be reported to the Headteacher or senior member on duty.

Fire Drill and Evacuation of The Building

Fire drill is rehearsed at least once a year. A reasonable time for the complete evacuation of the building, with everyone mustered in the playground within two minutes. All staff should be familiar with the Emergency Management Plan.

Classroom Organisation

The use of equipment with sharp or pointed edges is restricted. Pupils are not allowed to handle guillotines and staple guns. Knives and scissors can be used by pupils under supervision.

The products containing spirit-based solvents are restricted. No child is permitted to spirit based correction fluid, felt tipped marker pens.

No child should be left unsupervised in any part of the school building at playtimes or after school.

No child is permitted to leave the premises without prior notice or has been obtained clearance from Headteacher or senior staff.

Children will be registered in accordance with guidance notes printed in class registers at the beginning of each class session.

Decorations must not be suspended from the ceiling lights and not blocking the fire exit.

General Rules of Safety

No child is permitted any broken glass or China. It must be wrapped in newspaper by an adult. The wrapping must be clearly labelled before disposing to the bin.

Smoking is not permitted in any part of the school.

No dogs are allowed on the school premises except guide dogs.

Cycles must be locked and stored at the cycle stand.

Security

All visitors must report to the School Office and be guided onsite. All strangers should be challenged but no staff must put themselves at risk. The presence of a stranger acting in a suspicious manner on, or off site should be reported to Headteacher or senior staff.