

Jan Brzechwa Polish Supplementary School in Hastings and St Leonards-on-Sea



Health and Safety Policy

1. General statement of intent

It is the policy of Jan Brzechwa Polish Supplementary School in Hastings and St Leonards on Sea to provide school activities in a safe manner without risk to health, so far as is reasonably practicable. Our policy is to provide and maintain safe and healthy conditions, equipment and systems of work for all our volunteers and service users, and to provide such information, training and supervision as they need for this purpose. We accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the organisation changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every year by the School Management Committee and the school's Health And Safety Officer.

2. Responsibilities

Overall and final responsibility for health and safety in the organisation is that of the School Management Committee and the school's Health And Safety Officer.

The School Management Committee is responsible for this policy being carried out where the School meets currently and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

The school's Health And Safety Officer is responsible for bringing to the attention of the Management Committee any deficiencies in safety arrangements.

3. Volunteers and Staff

All volunteers have the responsibility to co-operate with supervisors to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the Principal.

It is the responsibility of all staff and voluntary members to seek to ensure that:

- all activities are conducted in a safe manner for all participants,
- all equipment and premises used for school activities are safe and without risk to health,
- information, instruction, training and supervision is provided with the object of ensuring the health and safety of all affected by them,
- appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment.

4. Accidents

All accidents are to be reported by the Teacher or supporting staff/volunteer to the Principal, member of the School Management Committee or the school's Health and Safety Officer, and recorded in the organisation's Accident Book.

Unusual or unexpected incidents are also to be reported to the Principal, member of the School Management Committee or the school's Health and Safety Officer. They are to be recorded in the Accident Book for review of current arrangements.

Accident Book is located in the Polish School cupboard at Ore Community Centre.

5. First aid

The First Aid Box is located in the school's cupboard at Ore Community Centre. The School's Health and Safety Officer is the person responsible for the First Aid Box.

The qualified first aiders are: Anna Roby, Anna Paderewska and Elzbieta Stoecker. Other staff and volunteers will be encouraged to undertake training as well.

6. Fire safety

All volunteers will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the Health & Safety Officer, practised at least twice a year and records maintained by the Health and Safety Officer of the evacuation time.

7. Electrical equipment

Electrical equipment is inspected annually by a PAT engineer.

Jan Brzechwa Polish Supplementary School in Hastings and St Leonards on Sea will ensure a risk assessment is prepared, and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, and equipment faults are reported and corrected.

Faults should be reported to Ore Community Centre Manager, Mags Pawson on 01424 432 719 / 07984 733143, orecentre@hotmail.co.uk. At the time of the hire, Saturday mornings, if Mags is not available, they should be reported to Diana at the Pepper Pot Café and confirmed by email to Mags.

Any other concerns and complaints should be reported to her as well.

Equipment for use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

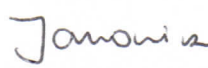
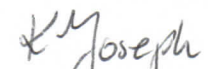
8. Manual handling

Manual handling will be reduced as far as possible by monitoring and review of all work tasks. Jan Brzechwa Polish Supplementary School in Hastings and St Leonards on Sea will ensure a risk assessment is prepared of manual handling tasks, and agree with volunteers safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Volunteers must bring to the attention of their supervisor any health problems that may be affected by handling activities.

9. Training

An induction programme with information about Health and Safety arrangements within the organisation will be provided to staff and volunteers. Any updates or changes to these arrangements will be discussed at meetings. Further training relevant to a volunteer's work will be offered.

Adopted 10 January 2015

Aleksandra Janowicz	Chairperson (Principal)	
Karolina Joseph	Secretary	
Anna I. Roby	Treasurer	