

HEALTH AND SAFETY POLICY

Park House English School aims to take all reasonable steps to secure the health, safety and welfare of all persons using the premises:

The Head shall be the focal point for day to day references on safety and give advice or indicate sources of advice and with the director, co-ordinate the implementation of the approved safety procedures in the school. The Director will maintain contact with outside agencies able to offer advice.

All staff are expected to take reasonable care for the health and safety of themselves, colleagues and students.

Staff and Students should be aware of the

- special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- instructions related to health and safety procedures
- emergency procedures in respect of fire and first aid
- need to inform the Senior Leadership Team of any potential hazards

Heads of Departments/Subject Leaders and Year Leaders

- a) shall carry out regular safety inspection of the activities for which they are responsible and where necessary, submit a report to the Head
- b) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and students to avoid hazards and to contribute positively to their own safety and health
- c) shall propose to the Senior Leadership Team requirements for safety equipment and additions or improvements to equipment or facilities which are dangerous or potentially so.

Class Teachers

The safety of students in classrooms is the responsibility of class teachers.

If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the Head of Department or a member of the SLT before allowing practical work to take place. Class teachers are expected:

- a) to exercise effective supervision of the pupils and to know the emergency
- b) procedures in respect of emergency evacuation and first aid and to carry them out
- c) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- d) to give clear instructions and warning as often as necessary d) to follow safe working procedures personally
- e) to call for protective clothing, guards, special safe working procedures etc. where necessary
- f) to make recommendations to the Head of Department for requirements for safety equipment and additions or improvements to equipment or facilities which are dangerous or potentially so.

The Students

- a) All staff shall work with students to establish, at whatever level is appropriate, an ability
- b) to exercise personal responsibility for the safety of self and classmates
- c) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable foot-wear, knives and other items considered dangerous)
- d) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- e) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety

Collection and Drop off of pupils

See Staff Handbook Section 3(a)

The safety of all students outside the school gates is the responsibility of the parent or carer.