Polak Mały – Polish Language School in Barnsley

Health & Safety Policy

Polak Maly Ltd.
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Headteacher / Director: Izabela Olendzki

Health & Safety Policy

Includes Fire, Emergencies and First Aid, personal hygiene, room equipment and the spread of contamination.

This statement is issued in accordance with the Health and Safety at Work Act (1974).

The School Management and Headteacher are responsible for implementing this Health & Safety Policy within the school. The Headteacher is the Chief Officer responsible.

Any member of staff (teacher, administrator or volunteer) who is delegated to assist in any way must have their responsibilities clearly defined.

Responsibilities of School Management and Headteacher

• Monitor the effectiveness of the policy and revise it when necessary
• Inform staff and pupils about relevant safety procedures
• Ensure that accident reporting procedures are in place
• Ensure that the premises used for school activities are safe
• Carry out regular risk assessments
• Inform pupils and parents about safety arrangements

Responsibilities of Staff

Staff are responsible for the health and safety of pupils under their supervision.
Staff must:
• supervise pupils at all times

• follow school safety procedures
• report hazards immediately
• report and investigate accidents
• take reasonable care of their own health and safety

Responsibilities of Pupils

All pupils are expected to:
1. take responsibility for their own safety
2. follow safety rules
3. listen to teachers' instructions in emergency situations

Fire and Emergency Evacuation Procedures

Action if a fire is discovered:
1. If you see smoke or flames immediately alert staff and activate the fire alarm if available.
2. Evacuate the building using the nearest safe exit.
3. Do not collect personal belongings.
4. Go to the designated assembly point outside the building.
5. Under no circumstances attempt to fight the fire.
6. Emergency services should be contacted by calling 999.

Teacher Responsibilities During Evacuation

When the alarm sounds teachers must:
• immediately gather pupils
• line them up calmly and quietly
• lead them to the assembly point
• ensure all pupils remain together
• take the attendance register if possible
• ensure the classroom is empty before leaving

At the assembly point teachers must carry out a roll call.

Headteacher Responsibilities

The Headteacher:
• supervises evacuation and assembly point
• ensures attendance is checked
• identifies any missing pupils
• liaises with emergency services

If the Headteacher is not present, another designated staff member assumes responsibility.

Fire Drills

Fire drills should take place at least once per year.

Results should be:
• recorded
• reviewed
• used to improve procedures.

First Aid and Accident Reporting Procedures

Minor injuries may be treated with basic first aid.

Serious injuries require emergency services (999 or NHS 111).

Information to provide when calling emergency services:
• name of injured person
• school address: McLintocks Building, Summer Lane, Barnsley S70 2NZ
• condition of injured person

A pupil taken to hospital must be accompanied by a member of staff until parents arrive.

All accidents must be recorded in the Accident / Incident Book.

Administering Medication

School staff do not administer medication unless special arrangements are agreed.

Parents must inform the school if a child:
• has asthma
• has severe allergies
• requires an EpiPen
• has epilepsy or other medical conditions.

If medication must be given during school hours, parents may come to the school to administer it.

Classroom Facilities

• furniture and equipment must be safe and well maintained
• damaged equipment must be removed immediately
• resources should be checked before use
• risk assessments should be carried out before purchasing new equipment

Personal Hygiene

Staff must ensure pupils follow basic hygiene rules:
• washing hands before and after eating
• washing hands after using the toilet
• covering cuts and wounds
• washing hands before and after giving first aid

Preventing the Spread of Infection

Any potentially infectious material (blood, vomit, urine etc.) must be cleaned immediately, disposed of safely and handled using gloves.

Children must be kept away from contaminated areas.

Staff must maintain high standards of hygiene to reduce the risk of infection.

Policy Review

Effective date: 01 September 2026

Review dates:
2027
2030
2033
2036
2039
2042

Signature:
Izabela Olendzki
Director / Headteacher
Polak Mały – Polish Language School in Barnsley