Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

HEALTH AND SAFETY POLICY

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	10.10.2026
Next review	October 2027
Review frequency	At least annually and after any serious incident or material change

1. Purpose and scope

This policy sets out the School's arrangements for protecting the health, safety and welfare of pupils, staff, volunteers, parent helpers, visitors and others affected by its activities. It applies to activities on the rented school site and to School-organised off-site activities.

The School occupies premises at Ursuline High School. Responsibilities that belong to the premises provider remain with the premises provider; the School will cooperate with site procedures and will manage the risks arising from its own activities, staff, volunteers and pupils.

2. Legal and guidance framework

The School will manage health and safety in accordance with applicable law and current official guidance, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Health and Safety (First-Aid) Regulations 1981 and applicable fire-safety requirements.

Where responsibilities are shared with Ursuline High School, the School will follow the site's emergency, fire, security and facilities arrangements and will promptly report premises defects or hazards to the appropriate site contact.

3. Responsibilities

- The Board of Trustees provides oversight, approves this policy and ensures proportionate resources and arrangements are in place.
- The Headteacher manages day-to-day implementation, ensures risk assessments are completed and reviewed, and coordinates with the premises provider.
- Staff and volunteers must take reasonable care, follow instructions and risk controls, supervise pupils appropriately and report hazards, accidents and near misses promptly.
- Pupils must follow reasonable safety instructions and behave in a way that does not put themselves or others at risk.

4. Risk assessment and control

Activities will be subject to suitable and sufficient risk assessment where required. Controls should follow the hierarchy of avoiding the hazard where reasonably practicable, reducing exposure, providing safe systems of work, information, supervision and appropriate equipment.

Risk assessments must be reviewed when circumstances change, after a significant incident or near miss, and periodically to ensure that controls remain effective.

5. Accidents, incidents and first aid

- Accidents and significant near misses must be recorded and reviewed so that appropriate corrective action can be taken.

- The School will maintain suitable first-aid arrangements based on its needs assessment and will ensure that first-aid equipment is accessible during School activities and trips.
- Parents/carers must provide relevant medical information. Medication arrangements must be agreed in advance and recorded appropriately.
- The School will determine whether an incident is reportable under RIDDOR and make any required report.

6. Fire and emergency arrangements

- Everyone must follow the emergency and evacuation arrangements for the premises.
- Escape routes and exits must be kept clear. Staff and volunteers must know the assembly arrangements and how to account for pupils.
- Fire drills involving the School will be carried out and recorded at suitable intervals in coordination with the premises provider.
- Any concern about alarms, emergency lighting, fire doors or fire-fighting equipment must be reported promptly to the premises provider.

7. Premises, equipment and hazardous substances

The School will visually monitor the areas it uses and report defects, spillages, damaged equipment, unsafe electrical items or other hazards. The School will not undertake building maintenance for which the premises provider is responsible.

Hazardous substances should not be introduced or used by the School unless they are necessary, appropriately controlled and covered by the relevant assessment and site arrangements.

8. Supervision and pupil safety

- Appropriate supervision will be maintained during lessons, breaks, arrival and collection.
- Children must not leave the site during School hours except in accordance with agreed collection or independent-travel arrangements.
- Playground and shared areas will be used only when conditions are considered safe and supervision is appropriate.
- Safeguarding concerns are managed under the Safeguarding and Child Protection Policy, not solely as health and safety matters.

9. Educational visits and off-site activities

Every School-organised off-site activity will be planned in advance and risk assessed proportionately. Planning will address supervision, travel, medical needs, emergency contacts, first aid, consent where required and arrangements for accounting for children.

The visit leader must have access to the relevant risk assessment and emergency information. Significant incidents or safeguarding concerns arising on a visit must be reported under the relevant School procedures.

10. Training, monitoring and review

Staff and volunteers will receive health and safety information, induction and training appropriate to their responsibilities. The Headteacher and Trustees will monitor significant incidents, risk assessments and identified actions. This policy will be reviewed at least annually and sooner if there is a significant change in activities, premises, law or risk.

11. Related documents

- Safeguarding and Child Protection Policy;
- Risk Assessment Policy and current risk assessments;
- Staff and Volunteers Code of Conduct;
- Concerns and Complaints Procedure;
- procedures for educational visits, arrival/collection and emergencies.

12. Approval

Approved by: Board of Trustees, Marie Skłodowska-Curie Polish Saturday School

Approval date: As recorded in the Document Control table on the first page