



## **Health and Safety Policy**

### ***Statement of Intent***

We believe that the Health & Safety of children in our supplementary language school is of paramount importance. We strive to make our school a safe and healthy place for children, parents, staff, volunteers and visitors in accordance with current Health and Safety legislation.

### ***Our Aims***

1. It is our policy to provide a healthy and safe environment for staff and children. We will ensure parents are made aware to take due care when crossing the car park area, particularly at arrival and departure time to ensure the children's safety.
2. At all times staff, volunteers, students and visitors will cooperate fully in implementing health and safety initiatives.
3. We expect all persons involved in the running of the German Saturday School Ealing to take responsible care of their own health and safety at all times.
4. All staff involved in the running of the German Saturday school are responsible for maintaining a safe environment through vigilance and careful planning. They are responsible for reporting any defect or occurrence likely to put any child or adult at risk from illness or injury. They will also take responsibility for reporting any near misses to the designated person: *Anette Bennett* and/or *Eva Sturt*.
5. We will regularly check for any potential hazards and carry out risk assessments as and when deemed necessary and report to the ground staff at the school.



6. All accidents, incidents, illness must be recorded on the appropriate form and be signed by the witness, a member of the school and the parent (if a child is involved) and kept in the accident recording file for monitoring purposes. Parents will be contacted if the nature of the injury or illness requires immediate action away from the school, such as illness or for further medical attention. Any accident or illness requiring hospital treatment must also be recorded.
7. It is our intention to ensure at all times that there is a person qualified in First Aid on the premises during lesson time. The nominated persons are: Anette Bennett, Eva Sturt and Sybille Mader.
8. It is the responsibility of the management to ensure that staff receive regular updates and news on first aid changes.
9. We will ensure that the first aid box is fully stocked, in line with current requirements. This is kept in the assigned storage cupboard 1, in the music room. Additionally, a list of emergency information is accessible during lesson hours. Contact Anette and Eva for full list of all enrolled children/parents.
10. We will ensure that where children have known allergies to certain foods we will take necessary precautions to make sure that we have up-to-date details of type of allergy and possible reactions recorded to minimise the risk of exposure. Depending on severity of allergy or chronic illness we will advise parents to stay nearby during lesson hours (2hours) to be available in case of attacks/fits.
11. Fire safety inspections are carried out regularly by the management of the landlord (North Ealing Primary School). In addition, monitored practice fire drills will take place annually and records of these will be kept in the 'Policies



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folder'. Teachers will ensure to keep their class registers with them at all times and check once the class has assembled at the fire evacuation point that all students are accounted for (Fire assembly point: at the back of the car park, near the basketball nets).

12. We will act on the guidance and advice given to us by the landlord and outside agencies such as National Resource Centre for Supplementary Schools (NRCSE), OFSTED, Environmental Health, and Occupational Health etc.

13. We have a valid Public Liability insurance which is displayed in the 'Policy' folder.

Reviewed on 28.07.21 by  
Anette Bennett & Eva Sturt  
Directors