

Explore Languages (Hafez School)

POLICY: Health & Safety Policy

POLICY DATE: September 2026

REVIEW DATE: September 2027

This document is a statement of the aims, principles, and strategies for ensuring that Health and Safety at Explore Languages (Hafez School) is managed appropriately.

Aims

Our aims for Health and Safety are to:

Provide a safe and healthy environment for children, teaching and non-teaching staff, parents and all other people who come onto the premises of our school on Saturdays each week.

Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Ensure that appropriate arrangements are in place to respond to emergencies, serious incidents and security threats.

Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision, and the co-operation of all personnel (children and adults).

Health and safety arrangements will take account of the school's activities, the premises used, relevant risk assessments and any guidance or instructions issued by the host school or appropriate authorities.

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:

Being fully aware of their own responsibilities for maintaining a safe and healthy environment

Being familiar with all instructions and guidance of safety within the school

Always using common sense to take responsible care for their own safety and that of others

Reporting any unidentified hazards to the Head Teacher without delay

Reporting any security concern, suspicious behaviour, suspicious item or threat to the Head Teacher or designated person without delay and following staff instructions in an emergency.

The Management Team (Governors, Head Teacher) work towards the school's aims

Recognising their corporate responsibility for ensuring that the Health and Safety Policy and relevant health and safety requirements are implemented in the school

Making termly inspections to ensure that a safe and healthy environment is maintained

Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously

Ensuring that all members of the school community are aware of their own responsibilities

Taking responsibility for devising and implementing a school Health and Safety policy

Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken

Ensuring that all staff are familiar with the Health and Safety policy of the school and the host school, where relevant, and any other relevant codes of practice and legislation

Facilitating safety training for staff

Taking active steps to ensure that equipment, buildings, and grounds are safe, secure and well maintained and that any damage is quickly reported to the host school for their attention

Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that appropriate emergency equipment and procedures are available and maintained

Ensuring that appropriate security and emergency procedures are agreed with the host school and include, where appropriate, evacuation, invacuation and lockdown arrangements.

Considering current security information and any specific concerns affecting the school or its community, and seeking advice from the host school, police or other appropriate authorities where necessary.

The Head Teacher works towards the school's aims by:

Taking responsibility for the operations of the Health and Safety policy

Ensuring that staff know how to respond to a serious security incident or major emergency and that emergency contact arrangements are kept up to date.

Teachers work towards the school's aims by:

Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others

Being good role models – vigilant and careful

Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others

Providing opportunities for children to discuss appropriate health and safety issues

To make sure risk assessments are carried out before any off-site visits

Following emergency instructions promptly and keeping pupils calm and supervised during any evacuation, invacuation, lockdown or other major incident.

Pupils work towards the school's aims by:

Developing a growing understanding of health and safety issues

Contributing to the development of codes of practice

Conducting themselves in an orderly manner in line with these codes

Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it

Following staff instructions immediately during an emergency, lockdown, evacuation or other serious incident.

Parents work towards the school's aim by:

Ensuring that children attend school in good health

Providing prompt notes/phone calls to explain all absences

Providing support for the discipline within the school and for the teacher's role

Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others

Allowing children to take increasing personal and social responsibility as they progress throughout the school

Always accepting responsibility for the conduct of their children

Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies

Following school instructions during a serious incident and avoiding attending the premises until advised that it is safe to do so, where this forms part of the school's emergency arrangements.

The Site Manager/ caretaker is responsible to the Head Teacher for:

Maintaining a high standard of housekeeping

Reporting to the Head Teacher any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so

Liaising with the Health and Safety representative to carry out regular inspections of school premises

Supporting the school and host school, where appropriate, in maintaining secure access, emergency exits and other site security arrangements.

Procedures

For ensuring involvement of all members of the school community we have:

Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues

Providing children with opportunities to discuss health and safety issues

A programme of personal and social education designed to promote mutual respect, self-discipline, and social responsibility

A programme of health education

For accident prevention, reporting and investigation we have:

Risk assessments formulated and regularly reviewed

Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible

Promptness in reporting potential hazards to the Head Teacher and immediate response to such reports

Reporting all accidents to the Head Teacher and a note made in the school accident book in accordance with the school's procedures and applicable requirements

Prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures

Significant incidents and near misses will also be recorded and reviewed where appropriate so that lessons can be learned and further risks reduced.

For First Aid provision we have:

Recognised First Aiders in school

Provision of fully stocked first aid boxes in all classrooms and in the school hall

Notification to parents of any head injury or minor injuries on appropriate slip

Summoning of an ambulance where necessary by any responsible adult and arranging for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital

A list of first aiders is kept in the school office, along with their training dates

For fire precautions we have:

A set of regulations for emergency evacuations

A termly fire drill which is monitored in accordance with the main school (Manor Park Primary School) guidelines

All fire exits clearly signed

Staff and pupils must not re-enter the building following an evacuation until authorised to do so by the person in charge or the emergency services.

Security, Terrorism and Major Incidents

The school recognises the importance of being prepared for security-related incidents and major emergencies, including a potential terrorist attack, suspicious activity, threats to the school or its community, or an incident occurring in or near the premises.

The school will maintain appropriate emergency arrangements in coordination with the host school. Depending on the circumstances, these may include evacuation, invacuation or lockdown. Staff will be informed of their responsibilities and procedures will be reviewed and practised where appropriate.

The school will remain alert to relevant advice from the police, government, the host school and other appropriate authorities, particularly where national, international or community circumstances may give rise to specific security concerns affecting the school or its community.

Any suspicious behaviour, item, communication or credible threat must be reported immediately to the Head Teacher or designated person and, where appropriate, to the

police or emergency services. Staff, pupils and volunteers must not investigate or approach a suspicious item or situation if doing so could place them or others at risk.

In an immediate life-threatening emergency, staff should contact the emergency services on 999 and follow police or emergency-service instructions.

Emergency arrangements will include, as appropriate, accounting for pupils and staff, communicating with parents/carers, maintaining emergency contact information and identifying safe arrangements for collection or reunification after an incident.

For coping with special medical conditions, we have:

Information given to all staff about any special medical conditions of children in school and about what response may be required in an emergency

A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and handed to the Head Teacher for assistance

For administering of medication, a consent form must be signed by parents or guardian

Asthma sufferers to take their inhalers with them

For ensuring personal hygiene we have:

Encouragement of a high standard of personal hygiene, this involves teaching all children to wash their hands after using the toilet and be responsible for their personal hygiene.

Close supervision and appropriate rules in place

For safety on school trips and outdoor activities:

Risk assessment completed for each school trip – consider staff pupil ratio, issuing of first aid kit, wrist bands, high visibility vests and mobile phone. Every group supported by a member of school staff. Emergency contact and communication arrangements should also be considered as part of the trip risk assessment.