



La Petite Ecole Française

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Directrice de l'école: Camie Steuer

Directrice Administrative: Sarah Silvestre

HEALTH AND SAFETY POLICY - Summary

The Health and Safety Policy gives regard to the DfE guidance 'Health & Safety: advice on legal duties and powers' (DFE-00035-2014). The Detailed Health and Safety Policy is available on request.

General guidelines and Summary of the Health and Safety Policy

It is the duty of the school to:

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures among staff and pupils
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety
- Maintain all areas under the control of the Deputy Head in a condition that is safe and without risk to health
- Formulate effective procedures for use in case of fire and for evacuating the school premises. Please see 'Fire Evacuation Procedure'.
- Lay down procedures to be followed in case of an accident
- Teach safety as part of pupils' duties where appropriate
- COSHH file containing data sheet of 'Hazardous Substances' is kept in the school office

Responsibilities of staff towards pupils

ALL staff are responsible for the health and safety arrangements in relation to staff and pupils.

They will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision and to never leave children without supervision.
- Be aware of and implement safe working practices and to set a good example personally.
- Ensure that all equipment and tools used are appropriate to that use and meet accepted safety standards.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Ensure that child restraints and seats appropriate to the age of the children are used where private vehicles are used to transport children to and from school functions.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Investigate any accident, report it in the "Accident Book" and to the Directrice Administrative and take appropriate corrective action.

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- Report any suspicion of child abuse to the Head teacher (DSL) who will take all necessary arrangements (contact the social services etc...) and actions to protect the child.
All staff has to be aware of DfE publications: ‘*Keeping children safe in education*’ and ‘*What to do if you’re worried a child is being abused – Summary*’. All staff have to read the school’s ‘*Safeguarding Children Policy*’.
- Report any child misbehaviour to the Head teacher who will apply the Behaviour Management or Anti-Bullying policies, where appropriate.

Medication, illness and accidents – please refer to the MEDICINE AND FIRST AID POLICY.

The Medicine and First Aid Policy covers the following topics: Administering Medicine; Dealing with infectious diseases; Illness and minor accidents; Major accidents.

EMERGENCY PROCEDURES

Major Accident – any changes to the procedure should be made to the **MEDICINE AND FIRST AID POLICY** document and copied below.

When the child is admitted to the school, the parents sign a consent form allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary. As mentioned in point 3 below, the parents/legal guardians have to be contacted as soon as possible and constantly kept up to date on developments.

If an accident occurs, all staff are required to react as quickly as possible and without panicking: the injured child needs to feel secure, to be reassured and to remain still so as not to worsen his injury and/or pain. The rest of the children should continue to be supervised.

1. Take first aid arrangements:
 - a. Mouth to mouth (check responsiveness, clear and open the airway, check breathing, give 2 ventilations, check circulation, if present continue ventilations, if absent practice chest compressions)
 - b. Direct pressure and dressing on severe bleeding.
 - c. Do not move the casualty if suspected broken bones (unless exposed to immediate danger)
 - d. Treat burns with cold water, apply a sterile dressing and refer to hospital.
 - e. Loose foreign bodies in the eye should be washed out with clean cold water, should the foreign bodies still remain, cover the eye with a pad.
2. Ask a colleague to call “999”, give the telephone number, name and address of the school, describe the injury and explain the circumstances of the accident.

La Petite Ecole Française, (say French school if not understood)
73 Saint Charles Square,
London W10 6EJ
Tel: 020 89601278

3. Call the parents/legal guardians
4. Remain next to the injured child (never leave him alone!) until the rescue team arrives
A colleague takes responsibility of the other children, move them away from the scene and reassure them.
5. Report all details in the “Accident Book”.

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on **0345 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm).

THE HEAD TEACHER MUST NOTIFY THE LOCAL AUTHORITY (Childrens' Services) and THE DfE OF ANY SERIOUS ACCIDENT, ILLNESS OR INJURY TO, OR DEATH OF, ANY CHILD WHILST IN THE CARE OF THE SCHOOL AS SOON AS POSSIBLE AND WITHIN 14 DAYS OF THE INCIDENT.

In case of fire

Refer to 'Fire Evacuation Procedure'.

Every school day the Directrice Administrative/Deputy Head will make sure that all emergency exits are unlocked to facilitate evacuation procedures.

If a fire starts within the school premises, all members of staff are required to react efficiently, quietly and without panicking: children need to feel in good hands, to be reassured and to follow the instructions of the staff.

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of building must respond to alarm activations
- The Fire Alarm system will automatically alert the Fire Brigade.
- Evacuation should take place in all instances, even if you know it is a false alarm.
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s)
- Leave personal belongings; Do not try to take any personal effects (yours or the children's ones)
- Close all doors behind you (after last child left) & WINDOWS when safe to do so.
- **DO NOT FORGET THE REGISTER BOOK**
- Do not attempt to put out the fire unless it's very small
- The most important thing is to make sure that everyone calmly leaves the building as soon as possible

1. How to get out **FOLLOW THE FIRE EVACUATION INSTRUCTIONS**

The premises should be vacated as soon as possible but in a calm and orderly manner:

- Depending on the location of the fire, in most cases the children and staff will leave by the fire exits in each classroom. The children and staff will congregate at the assembly point, which is:

Walk past the Catholic Children's Society reception and turn left on the main road.

Wait on the pavement.

- Teachers are required to take the register book of their class and to check the presence of all children when outside the building.

The Fire Safety Manager is: Sarah Silvestre/Camie Steuer

Fire Warden for Block A (Canteen building) and Building 9 is July Thebeau and Sarah Silvestre

Fire Warden for Block B (Office building) is Helene Guyot/Assia El Haroui

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