



Established 1949

The Polish Saturday School in Manchester

Polska Szkoła Przedmiotów Ojczyźnych im. św. Stanisława Kostki w Manchesterze®

Correspondence: c/o 196 Lloyd Street North, Manchester, M14 4QB

School Premises: St Paul's High School, Firbank Road, Wythenshawe, Manchester, M23 2YS

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Health & Safety Policy (Includes Fire, Emergencies and First Aid)

This statement is issued in accordance with the Health and Safety at work Act (1974). The Trustees and Head Teacher are responsible for implementing this Health & Safety Policy (hereinafter called the "Policy") within the school. The Head Teacher is the Chief Officer responsible. Any member of staff (i.e., teacher, administrator or helper) who is specifically delegated to assist the Trustees and Head Teacher in any way must have the delegated responsibility clearly defined.

A. The Trustees and Head Teacher will:

1. Monitor the effectiveness of the Policy and the practices described within it and revise and amend it, as necessary, on a regular basis.
2. Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed.
3. Make arrangements for the school's accident reporting procedure and draw this to the attention of all staff at the school.
4. Deal with all aspects of maintenance which are under their control. The school will report to Loreto High School any other situation identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
5. Ensure that regular risk assessments are undertaken in conjunction with the Health and Safety Officer of St Paul's High School, record any potential hazards and make recommendations on methods of resolving any problems identified.
6. The Trustees and Head Teacher will make pupils (and where appropriate parents) aware of safety arrangements through direct instruction, notices and the school handbook.

B. Responsibilities of Staff

1. Staff are responsible for the health and safety arrangements in relation to pupils/students under their supervision.
2. Staff should evaluate and, where appropriate, refer recommendations for any corrective action on health and safety arrangements to the Head Teacher.
3. To investigate any accident.
4. All staff have a responsibility to take reasonable care for the health and safety of themselves.

C. Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe all the safety rules and in particular the instructions of teaching staff in the event of an emergency.

D. Fire and Emergency Evacuation Procedures

1. Action on discovering a fire

1. If you see smoke or flames immediately operate the nearest fire alarm call point and if possible, alert any staff nearby.
2. Remove any persons from the area, without putting yourself at risk, and where possible close all windows and doors behind you.
3. Evacuate the building by the nearest available exit to the Assembly Point – (covered Recreation Area by the rear of the building). Do not stop to collect personal belongings. See the attached diagram showing the nearest evacuation route.
4. **Under no circumstances tackle the fire.**
5. The Fire Service will automatically be alerted from the activation of the fire alarms.

2. Specific Staff Duties

Form Teachers.

1. When the alarm sounds, immediately attract the attention of children in your care and gather them together. All teachers should instruct pupils in their care to line up by the door. Explain that you are taking the children

to the assembly point in the car park for a rollcall. While lining up is taking place the teacher insists on silence and calm order (and closes all windows only if practical).

2. The teacher should instruct pupils to leave the building via the rehearsed route and should be the last one out of the classroom ensuring that the room is empty, and that the door is closed on leaving. Explain that the children must stay together and that **they must not run**.
3. If the rehearsed route is unsafe, then use the alternative exit route.
4. If the class has a second teacher (e.g., The pre-school class) then one teacher leads the group of children out of the building – the other one is the last one in the group to leave the classroom.
5. Take the attendance register with you before evacuating the classroom.
6. Evacuate to the Assembly Point. Staff and pupils are to line up by class.
7. Roll calls are to be carried out to identify anyone missing. All pupils must be attentive and silent during roll call.

Head Teacher

1. Oversees the Assembly Point for the Upper School. Deputy Head is in charge of the Lower School assembly point.
2. A list of anyone missing is to be made with possible locations.
3. Liaises with Fire Service when they arrive as to the roll call of pupils and any other relevant information.

If the Head Teacher is not available, the deputy Head Teacher or other designated person assumes responsibility.

Administration

Person 1: Evacuate to the Assembly Point, taking Entry Attendance list + Visitors signing in book with them.

Person 2: Fire warden ground floor (if no Person 2 on duty, then Fire Warden task is performed by Person 1)

Fire wardens:

Fire Warden 1: Check ground floor is evacuated

Fire Warden 2: Check first and second floors are evacuated

Fire Warden 3: Check the dining room is evacuated

St Paul's High School staff (if available) to open school gates and organise access for fire services – our role is the safe evacuation and accounting of persons at school.

Under no circumstance should anyone return to the building whilst the fire bell continues to sound and until told that it is safe to do so.

Fire Drills

1. The Head Teacher prepares for periodic practice evacuation drills (normally once a term) to take place.
2. The results of these are recorded in a Logbook.
3. The evacuation drills are evaluated, and procedures updated as appropriate.
4. Evacuation drills are co-ordinated with the Site Manager and the Health & Safety Officer of Loreto High School. The Fire Drill Evacuation Officers responsible for co-ordination with St Paul's High School are **Jan Grzywinski** and **Tomasz Kasinski**

E. First Aid and Accident Reporting Procedures

1. Administration staff may assist pupils with minor injuries or abrasions. No analgesic medication may be administered.
2. In case of more serious injuries one of the school's qualified first aiders should be consulted.
3. All staff should know how to call the emergency services on **999**.

If calling an ambulance, the following information should be given:

- a) The name of the injured person
 - b) The schools' telephone number: **0793 466 3173**
 - c) Location address: **St Paul's High School, Firbank Road, Wythenshawe, Manchester, M23 2YS**
 - d) The condition of the injured person
4. A pupil taken to hospital should be accompanied by a member of staff who should remain until the pupil's parent arrives.
 5. If an ambulance is summoned administration staff should provide the medical staff with the pupil's registration form. The registration form includes consent given by the parent for emergency medical treatment.
 6. Administration staff contacts the injured pupil's parents or guardian.
 7. All accidents are recorded in the "Incident Book".
 8. **Barbara Gora** is responsible for regular checks of the school first aid kit to ensure correct stock and validity of its contents.

F. Administering Medication

1. Children should not be given medicines to administer themselves.

2. Parents of children requiring asthma inhalers should record this in the school registration form and consult the Head Teacher.
3. School staff may not administer medicines.
4. If medication is prescribed for a child and must be administered during school hours, the parent may come into school to do this after clearing the arrangement with the Head Teacher.

G. Evacuation Plan for the school buildings



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Drogi ewakuacji klas z pierwszego piętra

PIERWSZE PIĘTRO

