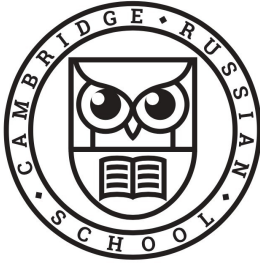


Cambridge Russian School  
Charity Reg. 1121075

# Health and Safety Policy

Cambridge Russian School

01 September 2022



## Policy Statement

This policy covers staff, pupils, visitors, and other users of the premises. It aims to show how the Director, Admin team and Trustees discharge their duties under the Health and Safety at Work Act 1974.

The Director, Admin team and Trustees are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- ! Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips
  
- ! Establish and maintain safe working procedures for staff and pupils.
  
- ! To provide and maintain safe school buildings and safe equipment for use in school.
  
- ! Develop safety awareness, through appropriate training, if necessary, amongst staff, pupils and others who help in school.
  
- ! Formulate and implement effective procedures for use in the event of fire and other emergencies.
  
- ! Investigate accidents and take steps to prevent a re-occurrence.

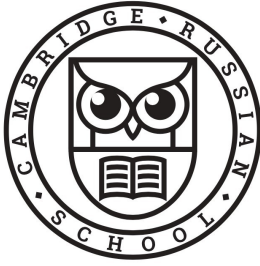
As a supplementary school, Cambridge Russian school ensure optimal safe learning environment for everyone.

Cambridge Russian School regularly checks the risk assessments, policy updates and any other necessary documents in our school to ensure this health and safety procedure is adhered to.

**Elena Carter**

**He**

**Dated 01.09.2022.**



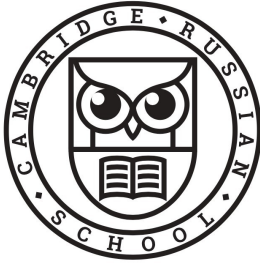
## Roles and Responsibilities

The **school Director** has ultimate control of the school and is responsible for the day-to-day running of the school. They will:

- ! Decide policy.
- ! Give strategic guidance.
- ! Monitor and review health and safety issues.
- ! Ensure adequate resources for health and safety are available.
- ! Take steps to ensure the plant, equipment and systems of work are safe.
  - ! Ensure that the school provides adequate training, information, instruction, induction, and supervision to enable everyone in the school to be safe.
- ! Maintain the premises in a condition that is safe and without significant risk.
- ! Provide a working environment that is safe and healthy.
- ! Provide adequate welfare facilities for staff & pupils.
- ! In their critical friend role, maintain an interest in all the health and safety matters.
- ! Review and monitor the effectiveness of this policy.
- ! Promote a positive, open health and safety culture in school.
- ! Report to Trustees on key health and safety issues
  - ! Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- ! Ensure that all staff co-operate with the policy.
- ! Devise and implement safety procedures.
- ! Ensure relevant staff have access to appropriate training.
  - ! Meet with the Long Road Six Form College Facilities Manager if necessary to ensure any building/grounds issues are dealt with in a timely manner.

### **Administrator**

- ! Promote a positive, open health and safety culture in school.
- ! Report to Trustees on key health and safety issues.
  - ! Deal with any hazardous practices, equipment or building issues and report to the director, Trustees and College facilities Team if they remain unresolved.
- ! Provide a good example, guidance and support to staff on health and safety issues.
- ! Keep up to date with new developments in Health and Safety issues for schools.



! Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.

- ! Ensure any contractors on site are competent in health and safety matters.

**All School Staff will:**

- ! Read the Health and Safety Policy
- ! Comply with the School's health and safety arrangements.
- ! Take reasonable care of their own and other people's health and safety.
- ! Leave the classroom / shared facilities / office in a reasonably tidy and safe condition.
- ! Follow safety instructions when using equipment.
- ! Supervise pupils and advise them on how to use equipment safely.
- ! Report to Director/Administrator any practices, equipment or physical conditions that may be hazardous.

In accordance with the school 'Student Code of Conduct' **Pupils will:**

- ! Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- ! Follow safety instructions of teaching and support staff, especially in an emergency.

## Arrangements

### **Educational Visits**

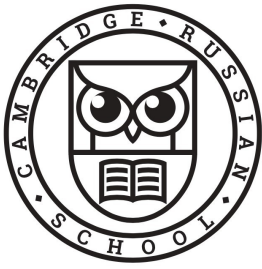
! All off-site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be closely followed.

### **Fire Safety & Evacuation of the Building is under the control of Long Road six Form college.**

- ! Fire exits have appropriate signage.
- ! Plans showing exit routes are displayed by the door of each classroom.
- ! Fire extinguishers are checked annually.

### **First Aid Provision**

- ! Portable first aid kit and trained first aider at student Centre.



### **Lifts & Hoists**

- ! All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a regular basis by our partnering location (Long Road College).
- ! Lifting equipment not used to lift people is inspected on an annual basis.

### **Manual Handling**

- ! Pupils and staff must only lift equipment and furniture within their own individual capability.
- ! Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

### **Risk Assessment**

- ! The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.

### **Slips Trips and Falls on the Level**

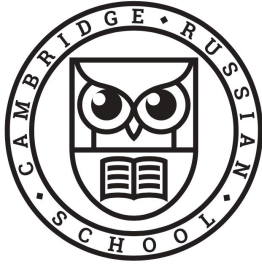
- ! The potential for slip trips and falls in school has been risk assessed and appropriate controls have been put in place.
- ! This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

### **Supervision of Pupils**

- ! Sensible, safe behavior will be promoted to pupils by all members of staff.
- ! Dangerous or risky behavior displayed by pupils will be addressed and dealt with within the school rules.
- ! Pupils will only be allowed into or stay in classrooms under adult supervision.
- ! Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

### **Training**

- ! Training is provided by Cambridge Russian School for staff and attendance is compulsory.



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