POLSKA SZKOŁA SOBOTNIA W CAMBRIDGE
231 CHESTERTON ROAD ,CAMBRIDGE,CB4 1AS; Email: pms.cambridge@gmail.com

POLISH SATURDAY SCHOOL , CAMBRIDGE
HEALTH AND SAFETY POLICY

In emergency and for First Aider : contact site staff on 01223 273983 /07969204804 and the Head 07970153395

School First Aid Officer: Bożena Ratajska

Health and Safety

Our School takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The Head teacher and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority

We aim to ensure the health, safety and welfare of all staff, children, visitors and other individuals. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times.

It is vital to ensure that all members of staff and other persons who are affected by our activities take health and safety matters seriously.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

∗ Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions.

∗ Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.

∗ Maintain an environment that is safe and without risk to health.

Health and Safety Inspections and Risk Assessment

The identification, assessment and control of hazards within the school are vital in reducing accidents and incidents for further information refer to the risk assessment policy.

Safety checks are carried out, to ensure that the facilities are maintained in a suitable state of repair and decoration.

Any action required as a result of a health and safety inspection is taken as rapidly as possible.

An investigation is carried out on all accidents, incidents and dangerous occurrences.

Safety Policy

The Head is responsible for ensuring that school premises are safe, secure and adequate for play and for children to interact freely .

Supervision

Children are supervised appropriately according to the level of risk involved during play and activities along with the ages and number of children involved in a given activity.

Site Security

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the school's premises during the session. The staff will reinforce this.

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Equipment
All furniture, toys and equipment are kept clean, well maintained and in good repair.
All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased, according to the principles of the Risk Assessment policy.
Defective or broken equipment will be taken out of use and stored in a safe place before being disposed of.

Animals
No animal will be allowed on the premises without the prior knowledge (with the exception of disability assistance dogs) and permission of the Head. A visit from an animal must be prearranged and accompanied by a responsible handler.

Closing at short notice/in an emergency
In very exceptional circumstances, the school may need to be closed at very short notice due to an unexpected event. Such incidents could include:
∗ Serious weather conditions (combined with heating system failure).
∗ Burst water pipes.
∗ Discovery of dangerous structural damage.
∗ Fire or bomb scare/explosion.
∗ Death of a member of staff or child.
∗ Serious assault on a staff member or child by a member of the public.
∗ Serious accident or illness.
∗ Chemical contamination.
In such circumstances, the Head and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.
Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Hygiene
The Head and all staff will be vigilant to any potential threats to good hygiene in the school. To this end, a generally clean environment will be maintained at all times.

The First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children.
As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that plasters or disposable gloves cover any cuts, wounds or skin damage.

Personal Hygiene
In all circumstances, staff will adhere to and ensure that children carry out the same routines.
∗ Washing hands before and after handling food or drink.
∗ Washing hands after using the toilet.
∗ Covering cuts and abrasions while at the premises.

* Taking any other steps that are likely to minimise the spread of infections.
* Washing of hands prior to and following first aid

Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and taken out of the setting. Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

The Head and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

September 2026