



Mingham Modern Chinese Language School

# 明翰现代中文学校

Web: [www.mhchineseschool.org](http://www.mhchineseschool.org)

Email: [admin@mhchineseschool.org](mailto:admin@mhchineseschool.org)

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## Health and Safety Policy

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Birmingham City Council and by the Education Department. The overall and final responsibility for health and safety is that of the Management Committee and the day-to-day responsibility for ensuring this policy is put into practice is delegated to the Head Teacher and the Health & Safety Officer.

### General Guidelines

It is the responsibility of the Management Committee, so far as is reasonably practicable, to:

1. Identify and assess the risks in the school, establish and maintain safe working procedures among employees and pupils;
2. Establish and maintain a safe and healthy environment throughout the school;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
5. Implement emergency procedures-evacuation in case of fire or other significant incident;
6. Lay down procedures to be followed in case of accident, maintain proper accident report;
7. Teach safety as part of pupils' duties where appropriate;
8. Ensure that adequate insurance cover is in place;
9. Make first-aid arrangement in the school, including appointing suitable first aider and keep an adequate first-aid box in place;
10. Provide member of staff with adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
12. Monitor the effectiveness of the Health & Safety policy and procedures and shall revise as necessary on a regular basis and provide opportunity for staff to discuss any health and safety issues;
13. Make arrangements for informing teachers and pupils, of relevant safety procedures;
14. Report to King Edward High School any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make reasonable interim arrangements to limit the risk entailed.



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## Duties of the Head Teacher and the Health & Safety Officer

The delegated persons, the head Teacher and the Health & Safety Officer, shall:

1. Work together in the implementation, monitoring and development of the safety policy within the school;
2. Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. Carry out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
6. Ensure that staff with control of resources (both financial and other) give due regard to safety;
7. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

## Responsibilities of all employees towards Pupils and Others in their Care

All employees are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils;
2. Be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and report to the Head Teacher and/or the Health & Safety Officer;
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
5. Provide the opportunity for discussion of health and safety arrangements;
6. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher and/or the Health & safety officer;
7. Whenever a member of staff is aware of any possible deficiencies in the health & safety arrangement she/he must draw these to the attention of the Head Teacher and/or the Health & safety officer;



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8. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage;
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
3. All parent-helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## First-Aiders

First-aiders must complete a training course approved by the HSE.

First-aiders' main duties are to give immediate help to casualties with common injuries and those arising from specific hazards at school, and, when necessary, to ensure that an ambulance or other professional medical help is called.

When considering first-aiders, governing bodies and the Head Teachers should take into account an individual's:

1. Reliability and communication skills;
2. Aptitude and ability to absorb new knowledge and learn new skills;
3. Ability to cope with stressful and physically demanding emergency procedures;
4. Normal duties: a first-aider must be able to leave their usual post and go immediately to an emergency.

## First-aid appointed person

An appointed person:

1. Takes charge when someone is injured or becomes ill;
2. Looks after the first-aid equipment;
3. Ensures that an ambulance or other professional medical help is summoned when appropriate.



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The minimum requirement is that an appointed person must take charge of the first-aid arrangements. An appointed person is not a first aider and should not give first-aid treatment for which they have not been trained. Any member of staff may volunteer for duties as an appointed person.

## 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 standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. Head Teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

## Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are appended as kept in the School entrance hall;
2. Fire evacuation drill is carried out on a regular basis.

## General Arrangements

### Accidents, near-miss occurrences and hazardous situations

Mingham Modern Chinese Language School has a health and safety accident book located in the school cabinet and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to the Head teacher/the Health & Safety officer. In addition to reporting accidents, it is equally important to report near misses and potential hazards, so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the accident book, the sheet must be removed and stored separately, for example, in the personnel file.

The HT/DHT and the Health Safety Officer shall monitor the accident book on a regular basis and identify any risk and take necessary action to avoid any recurrence. The



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HT/DHT and the Health Safety Office shall also report to the Management Committee as they see appropriate.

First-aid kits are available in the school cabinet. Administrator is responsible for the box. The trained and qualified first-aider is Susan Zhao. A list of the children's/young people's emergency contact numbers is in the school cabinet.

### **General fire safety**

The King Edwards VI High School for Girls is responsible for the maintenance of the fire-extinguishers and the arrangement of regular fire safety checks. The KEHS also holds a fire certificate for the building. All staff of the Mingham Modern Chinese Language School must read and understand the fire procedure. Fire extinguishers are located in the corridor.