

HEALTH AND SAFETY POLICY

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School Definition

- Reading Ukrainian School is a supplementary Saturday school run under the umbrella of the Association of Ukrainians in Great Britain, Reading Branch (AUGB – Reading). The school is run by volunteers comprising teachers, teaching assistants and administrators.
- At present the school has no employees who work under a contract of employment.
- The school is located at the **Reading Ukrainian Community Centre (RUCC)**, 21 Sidmouth St, Reading, RG1 4QZ, which is owned and managed by The Association of Ukrainians in GB.

General statement

Reading Ukrainian School is working towards a comprehensive health and safety policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all staff and volunteers. These duties are to take care of their own safety and that of other staff, volunteers and visitors, and to co-operate with the school management, its officers and AUGB Reading's Management Committee to enable all parties to carry out its responsibilities.

Reading Ukrainian School is committed to providing a safe and positive environment in which children and young people can participate in a broad range of experiences and learning opportunities. To facilitate this, all teachers/volunteers have a duty of care to identify, respond and manage the instance of an incident, injury, trauma or illness.

To identify organizational learnings and support continuous improvement, Reading Ukrainian School maintains a transparent approach to the reporting of all incidents, both internally and externally as required.

Principles

Duty of care

In the event of an incident, injury, trauma or illness to a child, all teachers/volunteers have a duty of care to respond appropriately. All actions taken must be determined by the circumstances of the incident, the severity of the incident and the potential harm.

All children involved in an incident, injury, trauma or illness will be monitored and cared for until an authorised person takes charge of them, where applicable.

Notification to parents/guardians

- The Parents/ Guardians of any child affected by an incident, injury, trauma or illness must be notified within 24 hours.
- Parents/ Guardians are required to provide emergency contact details in the event that they cannot be contacted.
- All incidents will be managed confidentially.
- Parents/ Guardians will not be given information or identifying details about other children. This includes information given in an incident report.

Responsibilities of school volunteers

- a. Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the RUCC premises at any time.
- b. Adhere to safety procedures laid down by **Reading Ukrainian School** and AUGB Reading, and conform to all instructions given by those with a responsibility for health and safety.
- c. Record all accidents, near-miss occurrences and hazardous situations in the Accident report form and file them in the health and safety/accident folder.
- d. Inform headteacher and deputy head teacher/designated safety lead on any accidents or incidents ASAP and not later than 24h.
- e. Report all accidents and hazardous situations to the next volunteers meeting and develop a strategy on their prevention
- f. Meet their other statutory safety obligations, including that laid down in Section 8 of the Act, which states that 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

Organization and responsibilities

AUGB Management committee

Overall and final health and safety responsibility within the organization lies with **AUGB Reading's Management Committee**. It is their duty to ensure that the school premises are fit for purpose, safe to use and complies with all the relevant health and safety regulations e.g. taking reasonable steps to provide volunteers with equipment and premises that is safe to use.

The AUGB Management committee shall be responsible for:

- i.ensuring that a health and safety workplace poster on health and safety law is displayed

ii.ensuring that fire-fighting equipment is available and maintained and regular fire safety checks are made in accordance with Health and Safety requirements

iii.ensuring that the premises are in suitable order to ensure the safety of volunteers, pupils, visitors and so on.

The AUGB Committee shall appoint one 'designated person', usually the Head Teacher of the School or other school officer as necessary, to take responsibility for drawing to the attention of school volunteers any health and safety matters that need to be discussed and/or acted upon in relation to the general working practices of the school.

Delegated responsibility

Alexandra Sevko, headteacher of the school, is given delegated responsibility for ensuring that the health and safety policy is carried out within the normal operation and practices of the organisation.

In particular, they will be given delegated responsibility for:

- carrying out regular inspections in the classrooms and offices utilised by Reading Ukrainian School and reporting any issues to the Reading AUGB Committee;
- ensuring that volunteers are provided with a suitable work environment;
- ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, and so on;
- ensuring that equipment used by staff is maintained by reporting to the relevant body as necessary
- investigating and reporting accidents
- making volunteers aware of the specific fire escapes and fire extinguishers within the building
- ensuring that the layout of classroom desks does not obstruct fire exits and allows suitable allowance for fire escape
- ensuring that volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the Reading AUGB management committee and volunteers any new legislation on health and safety relevant to the work of Reading Ukrainian School
- ensuring volunteers are given a copy of this policy and understand its contents
- drawing to the Reading AUGB Committee's attention any matters they are unable to deal with.

School volunteers

All volunteers have a responsibility to:

- read and fully understand Reading Ukrainian School's policy statement and the procedures to be carried out in the event of an emergency; if there is any doubt about the meaning, volunteers must seek clarification from **Alexandra Sevko**.
- co-operate with the **AUGB Reading management committee** and **Alexandra Sevko** as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- report to **Alexandra Sevko or Iryna Shymkova** (deputy headteacher and designated safety lead) within 24 hours of any accident occurring on or off the premises, while acting on behalf of Reading Ukrainian School.
- bring to the notice of **Alexandra Sevko or Iryna Shymkova** any potentially dangerous circumstances that the volunteer is unable to put right.

Review

Alexandra Sevko in conjunction with **Lesia Rocknell-Panas** (H&S officer for AUGB Reading) will keep this policy under constant review to reflect any changes in legislation. The policy will be fully reviewed regularly and will be subject to approval by the AUGB Reading Management Committee.

General arrangements

Accidents, near-miss occurrences and hazardous situations

1. Reading Ukrainian Community Centre has a health and safety accident report forms and a file folder located at the club premises and all incidents, no matter how small, must be recorded as soon as possible after the incident.
2. The incident should also be reported to **Alexandra Sevko or Iryna Shymkova**, who in turn report to **Lesia Rocknell-Panas**.
3. 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.

It is the responsibility of **Alexandra Sevko** to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.

Reporting of Injuries, Diseases & Dangerous Occurrences

Regulations

The AUGB Reading Management Committee is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (**RIDDOR**), to the Environmental Health Department.

RIDDOR covers the following incidents:

- i. fatal accidents
- ii. major injury accidents/conditions
- iii. dangerous occurrences
- iv. accidents causing more than three days' incapacity for work
- v. certain work-related diseases.

Paediatric first aid kit and first aid training

First aid kit

First aid kits, including paediatric first aid kit, are available in the RUCC building and this should be maintained by the RUCC administration. Alexandra Sevko is responsible for maintaining the paediatric first aid kit, and Lesia Rocknell-Panas oversees all first aid kits in the building.

Paediatric first aid training

- At least two volunteers must have full first aid training.
- Basic training is provided to all volunteer teachers annually via e-learning and by fully trained first aiders.
- Training records are kept electronically in a confidential folder.

First aid protocol

If an incident, injury, trauma or illness requires first aid treatment, only a Team Member with a current approved first aid qualification will attend to the child/ren involved.

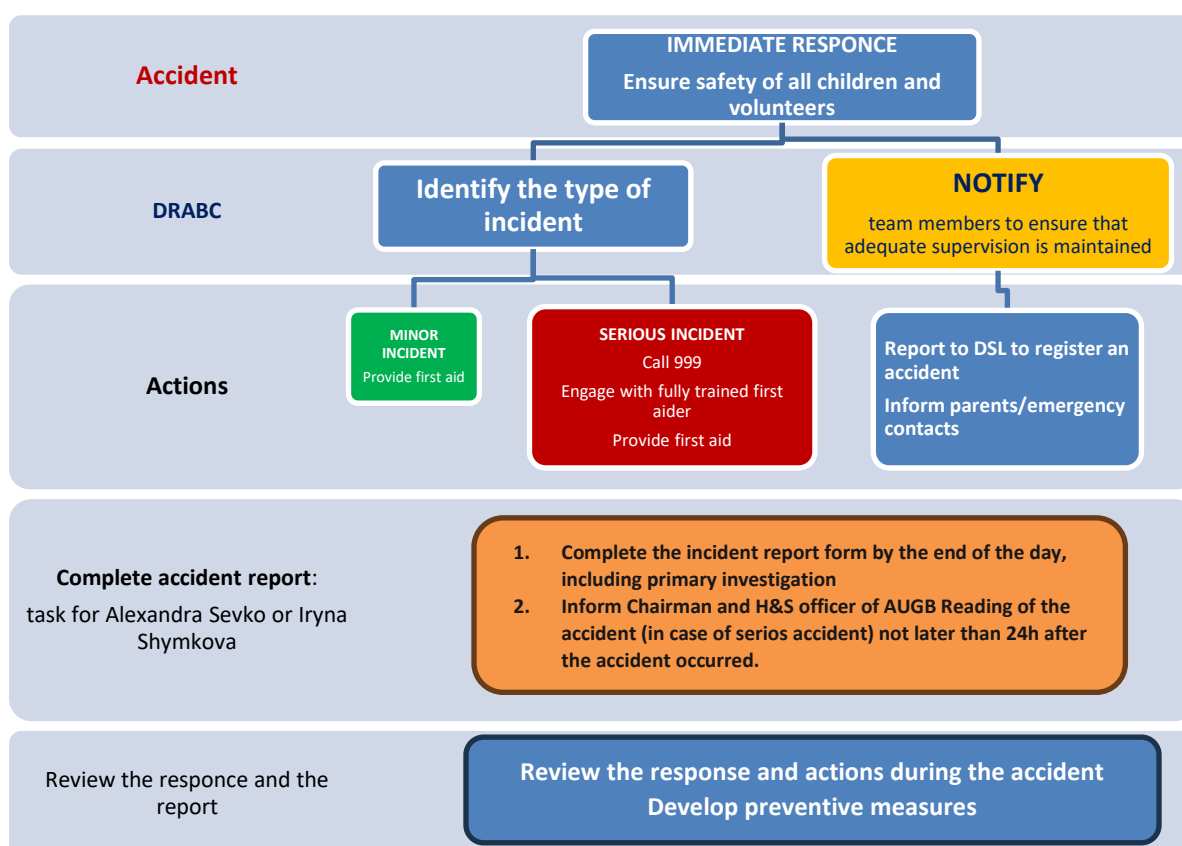
The flow chart of actions is outlined in Figure 1.

In brief:

1. **Follow DRABC.** Make sure that there is no danger for anyone prior to attend the child in question.
2. Ensure that not involved children are supported – **call a team member** for help.

3. Ensure professional medical assistance has been summoned, **if appropriate – call 999**.
4. Comfort and attend to conscious casualties.
5. Place **unconscious** but **breezing normally** child into the **Recovery Position**.
6. **Apply CPR and rescue breathing where child is unconscious and not breathing**.
7. **Report to the headteacher / deputy headteacher, inform parents**.

Figure 1 Flow chart of actions in case of accident



General fire safety

Alexandra Sevko is responsible for the arrangement of regular fire drills for the school and for the designation of Fire Wardens for the school as necessary.

All staff must also read and understand the fire procedure at Reading Ukrainian Community Centre.

It is a duty of the **Chairman of the AUGB Reading** to provide relevant document on the local policy for fire action.

Safeguarding Children and Young People

Any incidents, allegations or disclosures of abuse or neglect must be documented in an incident report and escalated to management as soon as practicable.

For any safeguarding concerns, notifications to the regulatory authority, as well as state-based child protection reporting authorities refer to Children Safeguarding Policy.

Personal safety

- Volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- All windows and entry doors will be lockable.
- Volunteers should not put themselves at risk on account of School's property.
- All incidents of aggression or violence and any threat to personal safety should be reported to **Alexandra Sevko** and recorded in the accident book.
- Volunteers should be vigilant with regards to terrorist incident warnings – for example, unattended bags.

Stress management

Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

The responsibility for reducing stress at work lies both with the employer and the employee. Although Reading Ukrainian School is a volunteer-based school, we still maintain high standards and follow the recommendations for employment regarding the health and safety regulations.

- Volunteers should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.
- If a volunteer is suffering from stress at work, they should discuss this with headteacher or deputy headteacher at the first opportunity. Where practicable and reasonable, the School will seek to provide assistance to the volunteer.
- Reading Ukrainian School will do all it can to eradicate problems relating to stress at work.

Appendix: Internal Escalation Matrix for Reportable Incidents

Incident Scenario	Level	Notification	Action required
<p>Injury/Trauma/Illness</p> <ul style="list-style-type: none"> The death of a child while being educated and cared for by the service or following an incident while being cared for by the service. Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service where the child has sustained permanent injury or disability. <p>Child Safety (Safeguarding children) Reporting of alleged abuse or inappropriate behaviour by Reading Ukrainian School volunteers</p>	CRITICAL	Report immediately to the Headteacher or Deputy headteacher who will then notify the Committee within 24 hours (as appropriate) and H&S manager.	<ol style="list-style-type: none"> Immediate and urgent Executive management action required. Monitor daily. Cease activity until risk can be reduced to an acceptable level. Activity shall not be undertaken without the express approval from the Committee.

Incident Scenario	Level	Notification	Action required
<p>Injury/Trauma/Illness</p> <ul style="list-style-type: none"> Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service where the child has sustained ongoing medical treatment or surgery is required. Emergency services are contacted, and urgent medical treatment is required <p>Child Safety (Safeguarding children)</p> <ul style="list-style-type: none"> Any sexualised behaviours involving children during care. <p>Compliance Breach</p> <ul style="list-style-type: none"> A child is removed from the service in a way that breaches regulations, and an investigation is required by the School or the AUGB Reading Committee. A circumstance that poses a significant risk to the health, safety or wellbeing of a child attending the service <p>Complaint</p> <ul style="list-style-type: none"> The receipt of a complaint alleging that the Law has been breached <p>Missing/Unaccounted Child</p> <p>A child was missing from the service or was not able to be accounted for and the Absent and Missing Child Policy is initiated with emergency services being contacted</p>	HIGH	<p>Report by the end of the day to the Headteacher or Deputy headteacher who will then notify the Committee within 24 hours (as appropriate) and H&S manager.</p>	<ul style="list-style-type: none"> Compliance attention required immediately. Weekly monitoring. Any activity shall not be undertaken without the consultation of headteacher and the committee.
<p>Injury/Trauma/Illness</p> <ul style="list-style-type: none"> Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service for which a reasonable person would consider required urgent medical attention from a registered medical practitioner.; or for which the child attended, or ought reasonably to have attended, a hospital. Emergency services are contacted, and some medical treatment is required <p>Complaint</p> <p>The receipt of a complaint alleging that the safety, health or wellbeing of a child was or is being compromised</p>	MEDIUM	<p>Report by the end of the day to the Headteacher or Deputy headteacher who will then notify the Committee within 24 hours (as appropriate) and H&S manager.</p>	<ol style="list-style-type: none"> Management attention required. Action plans developed and implemented, and accountability specified. Manage by routine procedures and business-as-usual processes

Incident Scenario	Level	Notification	Action required
<p>Injury/Trauma/Illness</p> <ul style="list-style-type: none"> A child seeks medical attention and no or only minimal treatment is required Emergency services are contacted and no or only minimal treatment is required <p>Child Safety (Safeguarding children)</p> <ul style="list-style-type: none"> Welfare concerns where Mandatory reporting is required. <p>Missing/Unaccounted Child</p> <ul style="list-style-type: none"> A child was missing from the service or was not able to be accounted for up to 5 minutes and found on the School premises A child leaves the school grounds but is closely supervised by a school volunteer who maintains line of sight of the child A child does not arrive at the service and the Absent and Missing Child Policy is implemented; child is safe. 	LOW	Report by the end of the day to the Headteacher or Deputy headteacher	<ol style="list-style-type: none"> Manage by routine procedures and business-as-usual processes. Unlikely to need specific application of resources. Monitor as appropriate

Signatures

	Name	Role	Date	Signature
Prepared by	Alexandra Sevko	Headteacher, Reading Ukrainian School		
Revised by	Iryna Shymkova	Deputy headteacher, Reading Ukrainian School		
Revised by	Lesia Rocknell-Panas	H&S officer, AUGB Reading		
Revised by	Pete Andrijeshko	Chairman, AUGB Reading		