



# HEALTH AND SAFETY POLICY

## Reading Ukrainian School

21 Sidmouth St, Reading, RG1 4QZ

### 1. School Definition

- a. **Reading Ukrainian School** is a supplementary Saturday school run under the umbrella of the **Association of Ukrainians in GB** - Reading Branch (AUGB – Reading). The school is run by volunteers comprising teachers, teaching assistants and administrators.
- b. The school is located at the **Reading Ukrainian Culture Centre** (RUCC) which is owned and managed by The Association of Ukrainians in GB.
- c. Reading Ukrainian School Parent's Committee is elected annually and provides fund-raising and additional assistance for the school's volunteer teachers.

### 2. 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.

#### **In particular, school staff and volunteers have a duty to:**

- 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 from time to time, 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. report all accidents and hazardous situations to the next volunteers meeting and develop a strategy on their prevention
- e. 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’.

### **3. Organization and responsibilities**

#### **a. 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 employees and 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 employees, 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 staff and 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.

#### **b. Delegated responsibility**

Mick Pollek shall be 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:

- i. carrying out regular inspections in the classrooms and offices utilised by Reading Ukrainian School and reporting any issues to the Reading AUGB Committee
- ii. ensuring that staff and volunteers are provided with a suitable work environment

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

**c. Staff and volunteers**

All staff and volunteers have a responsibility to:

- i. 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, staff must seek clarification from Mick Pollek
  - ii. co-operate with the AUGB Reading management committee and Mick Pollek as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
  - iii. report to Mick Pollek within 24 hours of any accident occurring on or off the premises, while acting on behalf of Reading Ukrainian School
  - iv. bring to the notice of Mick Pollek any potentially dangerous circumstances that the employee is unable to put right.

**d. Review**

Mick Pollek in conjunction with the Alina Pishta 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.

#### **4. General arrangements**

##### **a. Accidents, near-miss occurrences and hazardous situations**

- i. Reading Ukrainian School has a health and safety accident report forms and a file folder located at the school premises and all incidents, no matter how small, must be recorded as soon as possible after the incident.
- ii. The incident should also be reported to Mick Pollek
- iii. 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 Mick Pollek to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.

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.

A first-aid kit is available in the RUCC building and this should be maintained by the RUCC administration.

##### **b. General fire safety**

Mick Pollek 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. (Document: Reading Ukrainian School - Local Policy for Fire Action.)

##### **c. Personal safety**

- i. Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- ii. All windows and entry doors will be lockable.

- iii. Staff who carry money for the School have the right to be accompanied by another person.
- iv. Visits to the bank should not be at a regular time.
- v. Staff should not put themselves at risk on account of School's property.
- vi. All incidents of aggression or violence and any threat to personal safety should be reported to Mick Pollek and recorded in the accident book.
- vii. Staff should be vigilant with regards to terrorist incident warnings – for example, unattended bags.

## **5. Stress management**

- a. 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.
- b. The responsibility for reducing stress at work lies both with the employer and the employee.
- c. Employees 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.
- d. If an employee is suffering from stress at work, they should discuss this with their line manager or [designated person] at the first opportunity. Where practicable and reasonable, the School will seek to provide assistance to the employee.
- e. Reading Ukrainian School will do all it can to eradicate problems relating to stress at work.

Prepared by:

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