



HEALTH AND SAFETY POLICY

Polish School of Saint John Paul II in Leicester

1. Policy Statement

Polish School of Saint John Paul II in Leicester is committed to providing a safe, healthy and secure environment for pupils, staff, volunteers, parents and visitors.

The school recognises its responsibility to take all reasonably practicable steps to prevent accidents, injuries and ill health arising from school activities.

Health and safety are the responsibility of everyone involved in the school.

2. Scope

This policy applies to:

- pupils,
- teachers,
- volunteers,
- members of the School Board,
- parents and carers while attending school events,
- visitors to the school.

3. Responsibilities

Headteacher

The Headteacher has overall responsibility for:

- ensuring that appropriate health and safety arrangements are in place,
- ensuring that school policies and procedures are implemented and followed,
- monitoring overall staff compliance with school policies and procedures,
- reviewing this policy annually,
- ensuring adequate resources are available to maintain a safe environment.

Deputy Headteacher

The Deputy Headteacher is responsible for:

- supporting the Headteacher in implementing school policies and procedures,
- monitoring staff compliance with school policies and procedures,
- ensuring that teachers and volunteers follow agreed instructions and safety requirements,
- addressing or reporting any concerns regarding staff compliance to the Headteacher or School Manager.



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School Manager

The School Manager is responsible for:

- supporting the Headteacher and Deputy Headteacher in implementing and monitoring school policies and procedures,
- monitoring compliance with relevant procedures as part of the day-to-day management of the school,
- ensuring that teachers and volunteers follow relevant health and safety procedures,
- reporting accidents and incidents,
- ensuring risk assessments are completed and reviewed,
- maintaining accident records.

Teachers and Volunteers

Teachers and volunteers must:

- follow school policies and procedures,
- follow agreed instructions and safety requirements,
- report hazards, accidents and safety concerns promptly,
- supervise pupils appropriately,
- cooperate with health and safety arrangements.

Pupils

Pupils are expected to:

- follow school rules,
- behave responsibly,
- report hazards, accidents or concerns to a member of staff.

4. Risk Assessment

The school will carry out risk assessments for activities, events and premises where appropriate.

Risk assessments will be reviewed:

- annually,
- following an accident or near miss,
- when activities or premises change significantly.

5. Accident Reporting

All accidents, injuries and near misses must be reported to the Headteacher, Deputy Headteacher or School Manager as soon as possible.

An Accident Book will be maintained, and all records will be kept securely.



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Parents or carers will be informed of any significant incident involving their child.

6. First Aid

The school will ensure:

- suitable first aid equipment is available,
- emergency contact information is accessible,
- First aid incidents are recorded appropriately.

In the event of a medical emergency, emergency services will be contacted immediately.

7. Fire Safety and Emergency Procedures

The school will:

- maintain clear evacuation routes,
- ensure staff and volunteers are aware of emergency procedures,
- conduct evacuations in accordance with venue requirements.

All pupils, staff and visitors must follow instructions during an emergency.

8. Safeguarding and Welfare

Health and safety arrangements operate alongside the School's Safeguarding and Child Protection Policy.

The welfare of children is the school's highest priority.

9. Premises and Equipment

The school will take reasonable steps to ensure that:

- classrooms are safe and suitable,
- equipment is maintained in good condition,
- hazards are identified and addressed promptly.

Damaged or unsafe equipment must not be used.

10. Educational Visits and Events

Appropriate planning and risk assessment will be undertaken for educational visits, trips and special events.

Adequate supervision arrangements will be always maintained.



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11. Training

Teachers and volunteers may receive training appropriate to their responsibilities, including:

- safeguarding,
- first aid,
- health and safety awareness,
- emergency procedures.

12. Review

This policy will be reviewed annually or sooner if required by changes in legislation, guidance or school activities.

Prepared by: School Manager

Patrycja Zencuch

Date: 01.09.2026