



The Polish School in Bedford CIC

Office: 90 Bromham Rd, Bedford, MK40 2QH

Telephone: 07840107510, email: thepolishschool@gmail.com

Health and safety policy

General statement of intent

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as The Polish School changes in nature and size to ensure our

responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every year.

Responsibility

Overall and final responsibility for health and safety is that of the Health and Safety Officer.

The Polish School's Health and Safety Officer is responsible for this policy being carried out at The Polish School' offices in 1 Lurke Street and other venues ensuring the preparation, implementation and review of risk assessments and safe work practices.

Employees

All employees have the responsibility to co-operate with supervisors and managers to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to **Lucyna Ratajczyk**.

Consultation between management and employees is provided by:

- *staff meetings
- *team meetings
- *staff supervision
- *appraisal

Specific duty

Lucyna Ratajczyk	-	Health & Safety Officer
Katarzyna Przybylo	-	Head of Saturday School, First Aider
Malgorzata Janiak	-	First Aider
Lucyna Ratajczyk	-	First Aider



The Polish School in Bedford CIC

Office: 90 Bromham Rd, Bedford, MK40 2QH

Telephone: 07840107510, email: thepolishschool@gmail.com

Accidents

All accidents are to be reported to **Katarzyna Przybylo** or **Lucyna Ratajczyk** and recorded in accident book.

Unusual or unexpected incidents are also to be reported to **Lucyna Ratajczyk** and recorded in the accident book for review of current arrangements.

Accident records are located in the First Aid Box.

First aid

The First Aid Box is located in the office. **Iwona Olszewska** is the appointed person responsible for the First Aid Box.

Fire safety

The Polish School operates a **no smoking policy in its premises**.

All staff will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the Health & Safety Officer, practised at least annually and records maintained by the Health and Safety Officer of the evacuation time.

Fire alarm points have a regular operational check.

In the event of an evacuation, the visitors' book and staff appointments' board will be removed by admin staff for use as a roll call.

The Health and Safety Officer will complete a roll call and liaise with Fire Service personnel.

Housekeeping and premises

All staff will monitor that:

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained in kitchen areas
- waste is disposed of safely in appropriate containers
- corridors and exits are kept clear and free of obstruction
- equipment in their work area is in good working order

Employees will ensure that they co-operate with all reasonable requests from their line manager to ensure the above standards are maintained.

Electrical equipment

All electrical equipment is PAT tested on an annually basis.

The Health and Safety Officer will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made and equipment faults are reported and corrected.

Employees must visually inspect equipment they use and report any defects or faults to **Lucyna Ratajczyk**.



The Polish School in Bedford CIC

Office: 90 Bromham Rd, Bedford, MK40 2QH

Telephone: 07840107510, email: thepolishschool@gmail.com

Equipment for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

Manual handling

Manual handling will be reduced as far as possible by monitor and review of all work tasks. The Health and Safety Officer will ensure a risk assessment is prepared of manual handling tasks and agree with employees safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Employees must bring to the attention of their line manager any health problems that may be affected by handling activities.

Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions. Staff will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

Contractors

Organisations or contractors using The Polish School premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the premises and of The Polish School emergency procedures.

Signed on behalf of The Polish School in Bedford

Lucyna Ratajczyk -

.....

The Polish School in Bedford CIC

Reviewed and updated on 20.08.2019