

HEALTH AND SAFETY POLICY FOR LONDON KOREAN SCHOOL

1. Introduction

It is the general policy of London Korean School(LKS) to maintain adequate control of the health and safety risks arising from our activities:

- We will take appropriate steps to provide, maintain, and oversee safe and healthy conditions, equipment, and systems for all our children, members of staff, volunteers/parent helpers, parents and visitors.
- We will provide such information, training, and supervision as is needed for this purpose.
- We will ensure that all members of staff and volunteers/parent helpers are competent to do their tasks and give them adequate training.
- The welfare of our children is central to all our work.
- Our policies and procedures in relation to safeguarding are outlined in our Safeguarding Children Policy.

2. Responsibilities

Day-to-day responsibility for ensuring this policy is put into practice at LKS is delegated to the Headteacher on any given occasion.

All members of staff and volunteers/parent helpers should have a duty to:

- co-operate on health and safety matters.
- not interfere with anything provided to safeguard their health and safety.
- take reasonable care of their own and others' health and safety.
- report all health and safety concerns to the appropriate person.

3. Risk Assessment

3-1. Aims

- LKS is committed to effectively manage risks and promote the safety and welfare of all members of the school community. We aim to ensure that all operations within the school environment are delivered in a safe manner that complies fully not just with the law but with best practice.
- It is recognised that risks are inherent in everyday life and it is our aim to identify, evaluate and manage such risks with an emphasis on child safety.
- The Risk Assessment process will be robust, responsive to change and complement the LKS's operations. As Risk Assessments are continually reviewed and revised, all relevant

parties will receive ongoing training to maintain competency and confidence in the process.

3-2. Responsibilities and Management

- Overall responsibility for Risk Assessments lies with the LKS Board of Trustees and the Headteacher.
- The Whole School Risk Assessment of our weekly venue will be carried out annually or after any change that could affect the content of the risk assessment (e.g. refurbishment, relocation, upgrade, etc.) by the Headteacher.
- Responsibility for observing the decisions made in the risk assessment lies with all members of staff and volunteers/parent helpers.
- Risk assessments of special events and activities will be carried out by the coordinator of that activity while liaising with the Headteacher.

3-3. Training

- In line with the Health and Safety at Work, etc. Act 1974, LKS will provide adequate information, instruction, training and supervision to enable members of staff and volunteers/parent helpers to fulfil their responsibilities and to work safely.
- Risk Assessment Training will be delivered at the following stages of employment:
 - Induction
 - At the beginning of a new work activity, if necessary
 - Whenever there is a significance change in work activity
 - Possibly following prolonged absence
 - Ongoing as refresher training to ensure competence is maintained
- Volunteers and parent helpers will receive induction and be informed of appropriate risk assessments **on the first day of commencing their work.**
- We will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk. Learning about risk management is a necessary part of children's growth and development. Therefore, we aim to protect children from unnecessary risks and provide guidance and support where necessary.

3-4. The Risk Assessment Process

LKS has adopted the 'Five Steps to Risk Assessment' approach, shown below:

- Step 1 – Identify hazards
- Step 2 – Identify who could be harmed and how
- Step 3 – Evaluate the risks and decide on the precautions
- Step 4 – Record findings and implement control measures
- Step 5 – Review the current assessment and update accordingly

See LKS Whole School Risk Assessment (a separate document available) for the detailed potential hazards identified and control measures adopted by the school.

3-5. Review of Risk Assessment

- There are specific reasons why LKS Whole School Risk Assessment may need to be reviewed:
 - The current risk assessment is no longer effective;
 - Changes may arise in the LKS workplace that may lead to new risks such as a new process, and new equipment;
 - Members of staff and/or volunteers/parent helpers have identified problems;
 - Accidents have arisen.
- Where LKS Whole School Risk Assessment is reviewable, the minimum period will be annually, or after any change that could affect the content of the risk assessment (e.g. refurbishment, relocation, upgrade, etc.).
- LKS maintains a copy of completed Whole School Risk Assessment and this is available for reference by members of staff.

4. First Aid and Accidents

- First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimizing the consequences of injury or illness.
- The First Aid Box for LKS will be brought to the venue by the designated First Aider.
- The First Aiders are members of staff who are trained and qualified to carry out the role in accordance with the [Health and Safety \(First-Aid\) Regulations 1981](#) and [Guidance on First Aid for Schools](#).
- There will be at least 1 person on-site with full, up-to-date First Aid training, who is our designated First Aider:

First Aider

Name: **Jin Hwang**

Email: **jhwang.lkschool@gmail.com**

Tel: **07765 436103**

- The First Aider is responsible for:
 - taking charge when someone is injured or becomes ill
 - acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
 - sending children home to recover, where necessary
 - ensuring there is an adequate supply of first aid provision, and replenishing the contents of the First Aid Box (this may be the responsibility of LKS)
 - ensuring that an ambulance or other professional medical help is summoned when appropriate
 - filling in either a First Aid Log or an Accident Report depending on the degree of an

incident on the same day, or as soon as is reasonably practicable, after an incident

- Adequate and appropriate first aid provision will form part of the arrangements for all school activities.
- The arrangements for first aid provision will be suitable to cope with all foreseeable minor as well as major incidents and will be regularly reviewed and replenished by the First Aider.
- A record will be made of each occasion when children, staff, volunteers/parent helpers, parents or visitors receive first aid treatment either in the First Aid Log or in the Accident Report, depending on the degree of an incident, which is located in the First Aid Box

5. Fire Safety and Emergency Evacuation Procedure

- LKS prioritises the safety and wellbeing of our children. We aim to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school. In ensuring that members of staff, volunteers/parent helpers, pupils and parents, and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out.
- The Emergency Evacuation Procedure¹ outlined below is designed to help the whole school community to respond calmly and effectively should fire break out in our school building:
 - ◇ If you discover a fire, activate the fire alarm by breaking the glass in the nearest fire alarm call point.
 - ◇ On hearing the fire alarm, stop all activities immediately.
 - ◇ Leave the building quickly but in an orderly and calm manner using the nearest Fire Exit.
 - ◇ Walk, DO NOT RUN.
 - ◇ If you are responsible for a class or pupils, ensure they leave quietly with you.
 - ◇ DO NOT attempt to fight the fire unless you have had specific training in fire-fighting.

¹ The simple, clear fire procedure is displayed on the notice boards and next to fire alarm call points.



- ◇ If you need assistance in vacating the building, go to Fire Refuge Point² and wait for further assistance.
- ◇ If you are trapped in smoke, stay close to the floor where the air may be cleaner and cover your nose and mouth with a wet cloth if possible.
- ◇ If a door feels hot, do not open it, as it probably means that there is a fire on the other side. DO NOT touch the door handle, always first check for heat on the handle by quickly brushing the back of your hand against it.
- ◇ DO NOT re-enter the building.
- ◇ DO NOT stop to collect any belongings.
- ◇ Assemble at the relevant Fire Assembly Point³ located at the sports ground/playground (Muga).

Once Outside

- ◇ Stay outside and do not allow anyone to re-enter the building.
- ◇ Roll-call is immediately taken by each class teacher in charge.
- ◇ Account for all occupants of the building; relay names and information about the possible location of anyone missing to the emergency on call staff/ Fire Services as soon as possible.
- ◇ The Headteacher or other responsible member of staff to **CALL 999 FIRE SERVICES (and Ambulance Services as appropriate)**.

Your response is vital

- ◇ Remain calm and support the class teachers in carrying out an accurate roll call as quickly as possible.



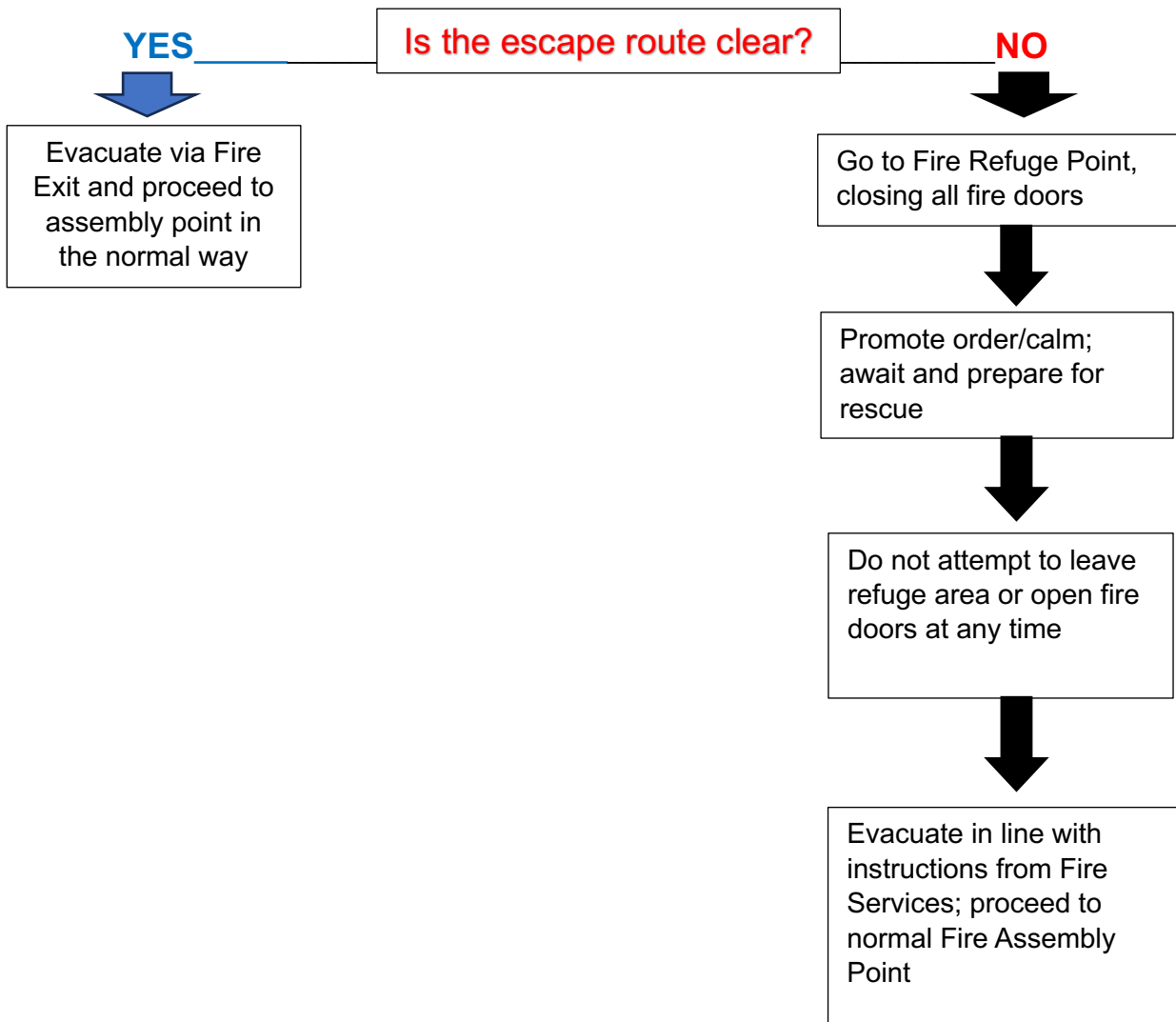
² Refuge point signs should be found around the school premises so that disabled people know where to safely wait for assistance in vacating the building.



³

- ◇ Stay together and do not wander off.
 - ◇ Move calmly to a further place of safety if instructed to do so.
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- Fire evacuation drills or relevant training to members of staff and volunteers/parent helpers will be held at the time of induction.
 - Fire evacuation drills or relevant training to pupils will be held at least once a term.
 - Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by Chessington School.
 - Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled “fire door keep shut”. Automatic fire doors are also provided which will shut in the event of the fire alarm being activated. Such doors are labelled “automatic fire door keep clear”.

[Staff Evacuation Response Summary Diagram]



New Policy, November 2023

Updated 10 December 2023

This policy will be reviewed and updated annually or if necessary