



Cambridge Tamil School

# Health and Safety Policy

Version 1.1

*Reviewed and agreed by **Cambridge Tamil School Teachers 2025-2026** on May 2025*

***Due for Review in Sep 2026***

Cambridge Tamil School aims to align with the Health and Safety at Work Act 1974 in providing a healthy and safe place for its students, teachers and volunteers.

Our health and safety policy are to ensure Children and Teachers/Volunteers have a healthy and safe environment by

- Prevent accidents by managing health and safety risks at Cambridge Tamil School.
- Record all accidents, near miss occurrences and hazardous situations in Health and Safety Online record.
- Provide clear information and adequate training to ensure children and Teachers/volunteers are competent on emergency procedures, including evacuation in case of fire or other significant incidents.
- Review and revise this policy **yearly**.

## **About Child**

- Ensure the premise is locked during the class to avoid intruders or children entering/exiting the building.
- Only one point of Entry/Exit, checking that Children come in and out accompanied by their responsible adult at agreed times;
- Handing back children to their responsible adults.
- Ensure that there is consent from Parents for Child commuting to and from school on their own.
- Take register when a child arrives at school to set a list of presence.
- Ensuring a chaperon is present outside the classes to ensure unauthorised entry into school premises.

- Children Emergency contact should be up to date. It is the responsibility of parents to inform Cambridge Tamil School in case of change of details.

### **Teachers/Volunteers**

- Teachers/Volunteers or Chaperons will not allow access to casual visitors without appointment or prior arrangements.
- Entry doors will be locked during the class.
- Teachers/Volunteers should be vigilant towards terrorist incident warnings such as unattended bags etc.
- Teachers'/Volunteer's Emergency contact should be up to date. It is the responsibility of the Teacher/Volunteer to inform Cambridge Tamil School in case of change of details.
- Teachers/Volunteers shouldn't put themselves at risk on account of Cambridge Tamil School.
- If Teachers/Volunteers are suffering from stress due to any Cambridge Tamil School relevant, they should discuss it immediately with the Designated Health and Safety Lead named in this document. Where practicable and reasonable, the organisations will seek to help Teacher/Volunteer.

### **Designated Health and Safety lead:**

Name: Ramya Sri Murugesan

Tel: 07738946196

- Will carry out HSE Classroom risk assessment is carried out every term.
- Responsible for arranging fire drills for students and teachers.
- Is fire warden certified.
- Is first aid certified and will administer first aid in the best interest of the child.
- Ensures that the first aid kit is stocked up to date.
- Investigating and reporting accidents or near-miss occurrences. These should be documented in the Health and Safety Online record and if necessary, raise RIDDOR to the Environmental Health Department.
- Making Teachers/Volunteers aware of the fire alarm system, specific fire assembly area and fire extinguishers within the building.

### **Recording format:**

[https://docs.google.com/spreadsheets/d/1\\_SMpxYImKeRXAAhMT7NiwHvURvUw90asVxR7\\_r550Nk/edit#gid=0](https://docs.google.com/spreadsheets/d/1_SMpxYImKeRXAAhMT7NiwHvURvUw90asVxR7_r550Nk/edit#gid=0)

Date	Time	Where did it happen	What happened or what nearly happened?	Who was involved? (Name and Contact)	What treatment was provided?	Witness (if any)	Details of person filling the form	Question to School: Action planned

## Version History

Version	Published Date	Written by	Reviewed by
1.0	24 March 2024	Ramya Sri Murugesan	CTS Teachers 2023-2024
1.1	24 Nov 2025	Ramya Sri Murugesan	CTS Teachers 2024-2025