



General Health & Safety Policy

(Please email info@avalonschool.co.uk for the further information)

Paul Weeks recognises his responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises. All reasonably practical steps will be taken to fulfil this responsibility and risk assessments are undertaken by him.

First Aid

Sarah Burkitt is the qualified first aider on site. Sarah is in the school from 10.30 until 6.30pm and Roz is in the school from 10.30 until 6.30pm. They should always be the first person contacted in the case of any medical problem.

First aid should only be administered by a qualified first aider. In the absence of a first aider, reception should be contacted. First Aid boxes are kept in the office on the window sill and in the reception cupboard under the sink. Boxes can be used by teachers for self-treatment. If an injury occurs away from school, first aid help should be sought from the site being visited. Otherwise, an ambulance should be called. For accidents in the school, the first aider should decide whether or not an ambulance should be called. Where possible the first aider should call the ambulance him/herself. A member of staff should accompany any student to hospital.

The nearest hospital is University College Hospital, 235 Euston Road, London, NW1 2BU Tel: 020 3456 7890

All accidents and injuries, including those that occur away from the school, are recorded in the Accident Book located in the office.

Fire Safety

Signs on fire safety are located in every room in the school. There is no smoking in the school but cigarettes can be smoked on the roof terrace and in front of the bar next door to the school. Do not block the entrance of the school and ensure that cigarettes smoked on the roof are properly extinguished. There is a red fire bucket filled with sand that can be used in the event of a small fire on the roof.

The main stairs should be used unless otherwise blocked and the fire assembly point is Flitcroft Street, a right turn out of the school and around the corner in front of the church.



Illnesses and Diseases

When a student is unwell the best place for them is at home. If a student becomes ill at school they should return to their host family/home if possible or the school will arrange a taxi for them. Some infectious diseases are notifiable. The student's doctor should inform the school of any precautionary measures to be implemented. Students wishing to attend the school must be clear of any notifiable diseases before entry or re-entry to the school.

Notifiable diseases include Diphtheria, Hepatitis A, Measles, Meningitis, Sars, Typhoid, Tuberculosis, Dysentery, Scarlet Fever, Poliomyelitis and Food poisoning (including salmonellosis)

It is not permitted to administer **any** drugs at all to any student at school including prescribed drugs. In all medical situations, staff should consult with the management and/or first aider on site.

Reception & Cafe Area

The reception door must remain closed throughout the day to comply with fire regulations. The floor area must remain clear and bags should be kept under the chairs and tables. Students are not permitted to go behind the reception or cafe area. Please do not sit or lean against the windows.

It is the responsibility of all members of staff to ensure a safe environment is maintained at all times. Students must not run down the stairs and must not sit on the banisters. Students are not permitted to stand on the roof tables or chairs or to go in restricted areas. If at any time you feel a student or member of staff is behaving in a way that puts him/herself in danger please report this to a member of management immediately.

Please contact the school Principal for further information, clarification or any query related to this policy.