



## Cambridge Tamil School

# Health and Safety Policy

Version 1.0

Reviewed and agreed by **Cambridge Tamil School Teachers 2023-2024** on 24<sup>th</sup> March 2024

**Due for Review in March 2025**

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.



## Version History

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