



International  
School  
Olomouc


## Health & Safety Policy

(Směrnice BOZP)



# Health and Safety Policy

## Směrnice k BOZP

<b>School:</b> Česko Britská Mezinárodní škola a Mateřská škola s.r.o., Sokolovská 76/6 779 00 Olomouc	
<b>Policy Leader:</b> <b>Lucimara Knuckles</b>	<b>Date &amp; Signature:</b> Lucimara Knuckles, o.h., 28.8.2018
<b>Checked &amp; Authorised by:</b> <b>Petr Pospisil, M.A. (Dunelm)</b>	<b>Date &amp; Signature:</b> 
Scope: This policy applies to the both Preschool and Junior School community.	
Effective from: September 2018	Effective to: June 2020

### Health & Safety Policy:

Date Due for review (every two years): June 2020

#### Distribution list:

1. Directors
2. Head of School
3. Deputy Head of Primary School
4. Deputy Head of Secondary School
5. Head of Preschool
6. Teaching staff
7. Parents

## Health and Safety Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe learning environment in which children and pupils are cared for and learn. We provide information, training and supervision to meet this purpose and we wish to develop and promote a strong health and safety culture within both our preschool and junior school for the benefit of all staff, children and parents. 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 within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up-to-date, particularly as the school changes in nature and size and will be revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

### Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout both school buildings including outdoor spaces
- Establish and maintain safe working procedures amongst staff, children and pupils
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the school, to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe entry and exit from it
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the school

- Follow the regulations of Labour law n. 262/2006 Sb., and other related statutory instruments, such as ČUBP n. 48/1982, Regulation n. 14/2005 for preschool education, School Act n.561/2004, Regulation n. 64/2005.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments
- Maintain a safe environment for those with disabilities and ensure all areas of the preschool building are accessible (this is not practicable for the junior school building)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.
- We believe the risks in the school environment to be low and we will maintain the maximum protection for children, pupils, staff and parents. International school Olomouc (ISO) will:
  - Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times
  - Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
  - Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
  - Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
  - Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
  - Prohibit smoking on the school premises
  - Prohibit any contractor from working on the premises without prior discussion with the officer in charge
  - Prohibit running inside the premises unless in designated areas
  - Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the school
  - Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
  - Wear protective clothing when cooking or serving food
  - Prohibit certain foods, e.g. peanuts are not allowed in the school (depends on allergies)
  - Ensure risk assessments are undertaken on the storage and preparation of food produce within the preschool
  - Familiarise all staff and visitors with the position of the first aid boxes and ensure

all know who the appointed first aiders are

- Ensure children, pupils and students are supervised at all times
- Ensure no student is left unsupervised at any time.

## Responsibilities

Responsibility for Health and Safety in the ISO is that of Mrs Lucimara Knuckles, *Deputy Head of Senior School*. The Deputy Head of Senior School has overall and final responsibility for this policy being carried out at: *International School Olomouc, Sokolovská 76/6, Olomouc 779 00, Czech Republic*

The Deputy Head of School (Mrs Eva Pluskalova) will be responsible in her absence. However, particular responsibilities under H&S and Fire Safety are delegated to the site manager Mr Luděk Krobot.

All employees have the responsibility to co-operate with senior staff to achieve a healthy and safe school and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the Head of Secondary/Primary/Site manager or the Head office.

A member of staff who notices any health or safety problem needs to rectify it immediately. If he or she is not able to do it, they must report it to the Head of Preschool/Primary and make a record into the Maintenance Log (located on <http://intranet.ischool.cz/> in the section "For Staff" ). Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees, this will include health and safety matters and regular review of the Maintenance Log.

## Health and safety training

Person responsible for monitoring staff training are Mrs Ladislava Livingstone (Preschool), Ms Lenka Mikulicková (Junior school), for First Aid training. For Health and Safety, Fire Safety, Risk Assessment Ms Markéta Musiolová. For Safeguarding/Child Protection it is Mrs Eva Pluskalová.

## Training table

Area	Training required	Who
First aid	First Aid Training	Most of staff
Dealing with blood, body spillage	In house training, using appropriate cleaning kit	All staff
*Safeguarding/*Child protection	In house training/course	All staff and students
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff
Use of fire extinguisher	In house training	All staff where possible

## Health and safety arrangements

- All staff are responsible for general health and safety in the school
- Risk assessments will be conducted on all areas of the school, including rooms, activities, outdoor areas, resources and cleaning equipment
- All outings away from the school will include a prior risk assessment – more details are included in our outings policy
- All equipment and areas will be checked thoroughly by staff before children access the area. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the senior management staff in preschool, Junior and Senior will be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water
- All staff and pupils will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety
- We have a clear accident and first aid policy to follow in the case of any person in the school suffering injury from an accident or incident
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the school. This is to be shared with all staff, students, parents and visitors to the school

- All health and safety matters are reviewed informally on an on-going basis and formally every year or when something changes. Staff and parents will receive these updates as with all policy changes as and when they happen
- Staff and parents are able to contribute to any policy through questionnaires and during the regular meetings held at school.

## Health and Safety in the Office

Both Preschool, Junior and Senior school staff will be required as part of their role to undertake office duties, which may involve sitting at a computer. At *International School Olomouc* we take the welfare of our employees seriously and have put safeguards in place to help protect the health and safety of all employees. If an employee requires additional support please let the respected Head of School know as soon as possible.

Staff using computers can help to prevent health problems in the office by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- Maintaining a good posture
- Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach
- Changing position regularly
- Using a good keyboard and mouse technique with wrists straight and not using excessive force
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
- Adjusting the screen controls to prevent eye-strain
- Keeping the screen clean
- Reporting to their Head of school any problems associated with use of the equipment
- Planning work so that there are breaks away from the workstation.

## Safety Check

Safety checks must be carried out on a daily basis on the premises, indoors and outdoors, and all equipment and resources before the children or pupils access any of the areas and recorded to show any issues and solutions.

All staff should be constantly aware of the school environment and monitor safety at all

times.

## Risk assessments

The school carries out written risk assessments annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the school. When circumstances change in the school, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the school are individually risk assessed. For more details refer to the visits and outings policy and school journeys policy.

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom?

Please refer to the Risk Assessment Policy and Procedure for further information on risk management at ISO.

### **Electrical equipment**

What is checked	How often	Who checks/Tel. no.
<i>Portable electrical equipment</i>	<i>Every Year</i>	<i>Miloš Zatloukal / 604 835 649</i>
<i>Non-portable</i>	<i>Every 2 years</i>	<i>Miloš Zatloukal / 604 835 649</i>
<i>House wiring</i>	<i>Every 3 years</i>	<i>Miloš Zatloukal / 604 835 649</i>

All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level

Electrical sockets are all risk assessed and appropriate safety measures are in place to ensure the safety of the children.

### **Mains information**



Locations of in the preschool building:

- Water stop tap: Girls toilets by Y1.
- Fuse box: Next to the copier corridor room by Y1 & toilets
- Main electricity box: small building by the school entrance

Locations of in the school building:

- Water stop tap: In front of the storage room
- Main electricity box: *small building by the school entrance*

What is checked	How often	Who checks/Tel. no.
<i>Fire distinguishers, Hydrant</i>	<i>Every Year</i>	<i>David Mocřák / 604 611 608</i>
<i>Lighting Conductor</i>	<i>Every 4 years</i>	

### Dangerous substances

All dangerous substances including chemicals MUST be kept in areas out of children's and pupils' reach. All substances must be kept in their original containers with their original labels attached. Risk assessments must be done for all kept substances and the appropriate personal protection taken e.g. gloves, apron and goggles. Utility rooms are constantly locked when children are on premises in both buildings. Lab has its own Lab Rule Policy.

### Hot drinks and food

Hot drinks if consumed in classrooms must be kept out of reach of the children. No canned drinks, sweets or crisps are to be kept or consumed in the classrooms. Staff must not walk around with hot drinks.

### Room temperatures

Staff should be aware of the classroom temperatures in the school and should ensure that they are suitable at all times. There is a thermometer in each room to ensure this is monitored.

Temperatures should be between in classrooms 20–22°C, cloakroom areas 18–20°C, toilets and bathroom 20–22°C, corridors 15°C. Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

## Water supplies

A fresh drinking supply is available and accessible to all children, pupils, staff and visitors

All hot water taps accessible to preschool children are thermostatically controlled to ensure that the temperature of the water does not exceed 45°C.

## Gas appliances

All gas appliances are checked annually by a registered Gas Safety Register engineer.

Carbon monoxide detectors are fitted within the boiler.

## Use of vehicles & on-site vehicles movement

The arrangements for transporting and the supervision of children when away from the school need to be carefully planned. The school has a comprehensive documented policy relating to outings, parking and on-site vehicle movement, which incorporates all aspects of health and safety procedures.

### On-site moving vehicle

This guidance applies to all vehicle movements undertaken on school premises.

The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

- Vehicles are NOT ALLOWED after the restricted yellow marked areas at the outside path area
- Vehicles MUST park only on allocated parking space
- Vehicles MUST not drive along pavement walking areas
- Vehicles MUST respect the signs placed at the beginning of the walking pavement at the front and the back pavement at the back of the premises

Parking arrangements are specified for staff, visitors, parents, those who are disabled and contractors.

Additional information will be provided as appropriate in relation to special events.

### Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the school
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children.
- This is particularly important where children with disabilities are concerned

- All vehicles used in transporting children are properly licensed, inspected and maintained.
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle.
- When children are being transported, there will always be at least one adult in the vehicle, excluding the driver.

If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts are used (where applicable)
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle

In the event of a child being lost, the Lost Child Procedure will be followed:

- Any incidents or accidents will be recorded in writing
- Czech School Inspection will be contacted and informed of any incidents. (See Missing/Lost Child Policy)

## Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers are required to park only in designated areas where pupils do not have access.

## Trips

The hired vehicles for trips, fixtures and other school events buses arrive and leave the premises at agreed times. When moving on site at times when pupils are in school, school vehicles will progress with hazard lights switched on. The Duty Person supervises the arrival and departure of the buses and ensures the safety of pupils and their separation from vehicles. Pupils will wait in designated areas away from transport movement prior to boarding and will be guided to move away safely from transport after disembarking. All use of the school minibus must be arranged via the Administrative staff. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils

walking to the transport, prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location prior to boarding and move away safely from vehicles after disembarking.

## Parking

Parents bringing vehicles on site Parents' vehicles are allowed on site only in exceptional circumstances (e.g. collecting a sick child or the delivery or collection of heavy or bulky items. In such circumstances, permission must be obtained from the school office/headteacher. During school hours, including immediately before or after school, vehicle movement must be supervised and must proceed with caution, observing speed limits and directional signage. Vehicles may be parked only in designated or specifically agreed areas.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the Staff Handbook
- meetings with parents such as introductory
- communications with home such as bulletin boards and newsletters