



International
School
Olomouc

Health & Safety Policy

(Směrnice BOZP)



Health and Safety Policy

Směrnice k BOZP

School: Česko Britská Mezinárodní Škola a Mateřská Škola s.r.o., Sokolovská 76/6 779 00 Olomouc	
Policy Leader: Markéta Pospíšilová Musiolová, BA (EY, Open)	Signature: 
Authorised by: Michaela Fusková MSc.	Signature: 
Scope: This policy applies to the whole school community.	
Effective from: September 2021	Effective to: August 2023

Distribution list:

1. Proprietors
2. Head of School
3. Deputy Head
4. Head of Preschool
5. Teaching staff
6. Parents/Legal Guardians

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 Markéta Pospíšilová Musiolová, *Head of Preschool*. The Proprietors have overall and final responsibility for this policy being carried out at: *International School Olomouc, Sokolovská 76/6, Olomouc 779 00, Czech Republic*.

The Head of School (Ms Eva Pluskalová) 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 cooperate 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/School and make a record into the Maintenance Log (located on <http://intranet.ischool.cz/> in the section “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 Markéta Pospíšilová Musiolová (Preschool), Ms Eva Pluskalová (School), for First Aid training, Health and Safety, Risk Assessment Mrs Markéta Pospíšilová Musiolová. For Fire Safety Ms. Janita Itaniemi. For Safeguarding/Child Protection it is Ms 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
- A clear policy is implemented outlining health and safety requirements, guidelines and risk assessment guidance for all Trips and Visits including arrangements for transport and moving vehicles
- 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 senior management team 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

All 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.

For how health and safety and risk management is conducted during trips away from the school, please refer to the Trips and Visits 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>Jiří Kucián / 777 315 252</i>
<i>Non-portable</i>	<i>Every 2 years</i>	<i>Jiří Kucián / 777 315 252</i>
<i>House wiring</i>	<i>Every 3 years</i>	<i>Jiří Kucián / 777 315 252</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, Main electricity box: Next to the copier corridor room by Y1 & toilets

Locations of in the school building:

- Water stop tap: In front of the storage room
- Main electricity box: primary school corridors, cloakrooms

What is checked	How often	Who checks/Tel. no.
<i>Fire extinguishers, Hydrant</i>	<i>Every Year</i>	<i>David Mocňák / 604 611 608</i>
<i>Lightning Conductor</i>	<i>Every 4 years</i>	<i>Jiří Kucián / 777 315 252</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 Laboratory 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 in classrooms between 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

We do not have any gas appliances on site.

Use of vehicles & on-site vehicle movement

Trips

The arrangements for transporting and the supervision of children when away from the school and around moving vehicles needs to be carefully planned. The school has a comprehensive documented policy relating to Trips and Visits, which incorporates all aspects of health and safety procedures.

On-site moving vehicles

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 (exception staff car parks)
- Vehicles MUST respect the signs place 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 as per below.

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

Parking

All parents and visitors to the school are required to park at a designated car park by the front gate and are not permitted to drive all the way to the school area where pupils play. There is a no-entrance sign to ensure this. Parents and visitors are allowed to drive closer to the school 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.

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.

Preventive measures related to Covid-19

- On arrival at school the children and adults wash and sanitize their hands thoroughly.
- All the classrooms and toilets will have an antibacterial soap available as well as a non-rinse hand gel and paper towels.
- During the day the whole building and all the classrooms must be thoroughly aired.
- Lunch will be served according to the regulations issued by the Ministry of Education.

- During the day the school will be cleaned and sanitized several times (toilets, all the surfaces, door handles, light switches etc.).
- Once a day the school will carry out a thorough cleaning of the desks, chairs, computer keyboards etc.
- Lessons can be delivered outside if the weather is nice.
- The preventive measures will be updated regularly according to the government restrictions and recommendations.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook
- the Staff Handbook
- meetings with parents such as welcome meeting
- communications with home such as emails and website news

Manual handling

Lifting, lowering, pushing, pulling or carrying a load. Most harm from manual handling involves the back but there can be injuries to other parts of the body such as sprains to the legs or arms. More than a third of all over-three-day injuries arise from manual handling therefore during our annual HaS training we advise our staff member on good handling techniques.

1. Stop and think.

Plan the lift. Where is the load going to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove any obstructions. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip.

2. Position the feet.

Place the feet apart, giving a balanced and stable base for lifting, with the leading leg as far forward as is comfortable. Tight clothing and unsuitable footwear may make this difficult.

3. Adopt a good posture.

When lifting from a low level, bend the knees but do not kneel or overflex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

4. Get a firm grip.

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less tiring than keeping fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

5. **Don't jerk.** Lift smoothly, raising the chin as the lift begins, keeping control of the load.
6. **Move the feet.** Don't twist the trunk when turning to the side.
7. **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Avoid the need, as far as reasonably practicable, for manual handling where there is a risk of injury. If you are not certain you can practice manual handling safely, contact the school's site manager for support.

Working at height

Some work activities involve working at height using ladders, stepladders (making displays) or fixing the furniture, general repairs (our site manager).

Precautions must be based on a risk assessment which should be carried out before work starts and considered in the order below:

Avoid work at height where it is reasonably practicable to do so.

Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.

Where the risk cannot be eliminated, minimise the distance and consequences of a fall by using the right type of equipment.

Always use the appropriate access equipment such as kick stools or step ladders for high shelves. Never use any chair for access. Ladders should only be used by trained people and must be properly maintained.