



**Sveti Duh 122, Zagreb, Croatia**

## **HEALTH AND SAFETY POLICY**

The aim of the Statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the school's premises and in particular:

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures among staff and pupils;
- to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transport of articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when provided;
- to maintain a safe and healthy place of work with safe access and egress;
- to formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- to lay down procedures to be followed in case of an accident;
- to provide and maintain adequate welfare facilities.

The Principal is specifying who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures;

- making sure everyone knows about the policy and understands it;

- involving everyone in making the policy work;

### **Ensuring the organisation of the staff including:**

- making sure that responsibilities for health, safety and welfare are allocated to specific people who should receive specific, relevant information and training;
- displaying information in the school confirming who has responsibility for health, safety and welfare;
- making sure that everyone has sufficient information about the risks they run and the preventive measures they should take.

### **Planning and setting standards including:**

- identifying hazards, undertaking risk assessments and setting standards;
- having clear plans for coping with sudden emergencies;
- developing a positive health and safety culture.

### **Measuring performance and learning from experience including:**

- ensuring accidents are reported and accurate records are kept for all areas of health, safety and welfare;
- ensuring investigations are made and risk assessments are reconsidered when accidents occur;
- reviewing school's health and safety policy and performance annually and taking action on the review's findings, including amending the school policy, if necessary.

### **The Principal**

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice;
- coordinate the implementation of the Governors' health, safety and welfare procedures in the school;
- make clear any duties in respect of health and safety which are delegated to members of staff;

- maintain contact with agencies able to offer expert advice;

- put in place procedures to monitor the health and safety performance of the school;
- make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, etc which present hazards;
- make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.

To review from time to time:

- the emergency procedures;
- the provision of First Aid in the school;
- review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.

**All employees are expected:**

- to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- to observe standards of dress consistent with safety and/or hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the procedures in respect of fire, First Aid and other emergencies;
- to use and not willfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others.

**Class teachers are expected:**

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, First Aid and other emergencies, and to carry them out;
- to know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warning to pupils as often as necessary;
- to follow safe working procedures personally;
- to require the use of protective clothing and guards where necessary;

- to report all accidents, defects and dangerous occurrences to the Principal

Health and safety representatives must be allowed to investigate accidents and potential hazards, pursue employees' complaints and carry out school inspections within directed time, but wherever practicable outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions.

### **Pupils are expected:**

- to exercise personal responsibility for the health and safety of themselves and others;
- to observe standards of dress consistent with safety and/or hygiene;
- to observe all the health and safety rules of the school and in particular the instruction of staff given in an emergency.

All pupils and parents should be made aware of the contents of this section.

### **Visitors and other users of the premises**

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

### **Supervision of pupils**

Pupils are supervised by the Staff all the time at school.

### **Fire and Emergency Procedure**

- Upon hearing a continuous ringing of the alarm siren all premises must be vacated.
- Evacuation shall be in accordance with the Fire Exit Route Emergency Plan as displayed at various locations throughout the school.
- Pupils to be directed by the responsible member of staff.

- Assembly area shall be in the playground at the designated locations as indicated on the Fire Exit Route Emergency Plan.
- Administrative staff to inform the emergency services and take to assembly area registers and inhalers.
- Principal or in his/her absence her Assistant to be the Fire Marshal.
- The Fire Marshal shall have sole responsibility for checking the school is empty and when to allow re-entry.

### **Fire Alarm**

In case of fire, activate the nearest fire alarm. Stay calm and composed. If you can, extinguish the fire. If you are not certain about your abilities, leave the room by closing all windows and doors so the fire cannot spread.

### **Emergency Procedure**

- In the event of an emergency e.g. building collapse, chemical spillage or flood etc. all staff to be notified and staff to arrange a rapid evacuation procedure to the assembly area.
- Principal or in his/her absence her Assistant to become Emergency Coordinator. Caretaker to become Emergency Coordinator out of school hours.
- Emergency Coordinator to instruct the responsible person to phone the emergency service.

### **Provision of First Aid**

Each box contains only standard first aid requisites and a guidance card.

### **Illness or accident**

If anyone should become ill or suffer injury as a result of an accident, the procedures below should be followed:

- First Aid should be given, but only as far as knowledge and skill permit. The patient should be reassured and, only if absolutely necessary, removed from danger.
- Transport to hospital – If an ambulance is required the emergency service should be used. It may be appropriate, in cases of a less severe nature, to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis and there should always be two adults accompanying the child. (If a member of staff used his/her own car for these purposes

he/she must ensure that he/she has obtained specific cover from his/her insurance company). Parents should be informed of these actions immediately.

- No casualty should be allowed to travel to hospital unaccompanied.
- Reporting accidents – Immediately after the incident every case of injury or accident, other than minor bumps or scrapes, must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses.

**Accidents are recorded in the Accident and Illness Register, which is kept in the school office. A copy of the report slip is sent home to inform parents of accidents involving their children, whilst a copy remains in school in the main file.**

An accident form must be completed for all accidents to pupils or members of the public, where the school has identified the need for possible hospital treatment. Completed forms should be passed without delay to the school secretary who will report to the Principal.

- Reporting Accidents to Employees – For employees only, an entry must be made in the accident book which is kept in the Governor's office.

### **Review of emergency procedures**

The Principal will arrange for an annual review of the emergency procedures and of the provision of First Aid in the school.

### **Information about the arrangements**

The Principal will ensure that pupils and staff are familiar with the arrangements set out in this section of the policy document.

- Fire exit notices are displayed in each room in the school, and should always be clearly in view. Please ensure that the children are aware of these. Members of staff should acquaint themselves with the notices in the various rooms.
- When the fire alarm sounds – activity in the classroom must stop immediately.
- If possible, windows must be closed.
- Vacate the classroom calmly and quietly.
- The teacher should take any medications e.g. asthma inhalers that are in his/her care. (These should be clearly marked with the child's name and kept in the identified medical cabinet located in each classroom). Teachers who regularly take lessons in other classrooms should make themselves aware of the location of these medications.
- The office staff will take onto the field all medication situated in the office, also the 'signing in' book for adults and the 'signing out' book for children, as well as class / lunch registers and Accident and Illness register.



- Close the door after the last person has left.
- Make your way out of school by the appropriate route and line up in classes on the playground in the designated locations.
- A designated teacher – should be the last to leave, after checking the toilets and making sure that all fire doors are closed.
- The class registers will be brought out onto the playground and given to the class teachers. After checking that all children are present, report to an Assistant Headteacher.
- Please note that the roll-calls should be taken by the class teacher or in the case of absence the designated non-class based teacher. If you have been teaching another class or group, or have been in the staffroom, please make your way as quickly as possible to your own class once you are out on the playground.
- If the whole school is in the hall when the fire alarm sounds, please follow verbal directions carefully.
- Once dismissed by the Principal or assistant heads, classes should return into school in an orderly manner.

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