

Meridian International School s.r.o.



– Health & Safety Policy –

SECONDARY & HIGH SCHOOL (GRADE 6 to GRADE 12)

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Next Review Date: 20th August (2018)

Approved by: Mr. Ahmet GURSOY (School Director)

Signature:

A handwritten signature in black ink, appearing to read 'A. GURSOY', is written above a solid horizontal line.

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Meridian International School

– SECONDARY & HIGH SCHOOL (GRADE 6 to GRADE 12) –

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1. Introduction

Strictly following the Health & Safety Regulations provided by Czech legislation and the *Ministry of Education, Youth & Sports*, in accordance also with the stipulations of the United Kingdom's *Department of Education*, as well as the exacting requirements to meeting the high standards of a 'British School Overseas', Meridian International School takes the issue of Health & Safety very seriously.

To safeguard and ensure the good health of all of our students, staff, as well as visitors (both in school and during out of school activities), the following guidelines and regulations have been created to ensure a safe learning environment for everyone under our care.

The general guidelines are reviewed annually, however necessary checks – such as fire safety, as well as other preventative policies - are review more frequently (please see the end of this document for more thorough detailing of the regularity of checks),

1.1 General Statement

Meridian International School, Prague, recognises the importance of health, safety and welfare in the successful operation of its activities and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.

All Meridian International School activities will be conducted with due regard to all the statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonable practicable within the framework of the school's organisational structure and in accordance with the Meridian International School health and safety policy detailed herein.

This policy will be brought to the attention of all employees and will be subject to review and revision as necessary.

It is the policy of Meridian International School that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of all Meridian International School employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run school. Meridian International School requires therefore, that a high standard of safety shall be achieved and maintained across the school site and throughout all its activities.

Whilst a statutory duty exists to comply with regulations of both the U.K. and the Czech Republic – the Health and Safety at Work Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto – for example, this shall be regarded as the minimum standard expected.

In order to meet these objectives, the Director of Meridian International School will ensure that adequate resources are made available for the provision of health, safety and systems of work, and a workplace and environment which is safe and without risk to health. It has always been recognised by all staff that their responsibilities in the area are no less important than in any other function and that is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience or amended to suit specific circumstances or changes in legislation as and when the need arises.

Meridian International School is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore full use will be made of any guidance and/or training available either in-house or through the MSMT, trade associations, professional bodies and others as and when appropriate. Meridian International School will continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used in the workplace and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They will be encouraged to submit suggestions for the improvement of standards in health and safety within Meridian International School.

Teaching staff shall endeavour at all times to ensure that all pupils under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and the need for such precautions and procedures.

Where and when necessary protective clothing and equipment will be provided and shall be used by all employees and pupils.

Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to Meridian International School health and safety policy will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the School Director and Head shall, at their discretion, and following due consultation with the pupil's teacher and/or parent(s) or guardians(s), exercise their right to exclude that pupil from further participation in classes within Meridian International School if that pupil's continued participation is held to be a threat to the health and safety of themselves or others.

2. Structure

2.1 Czech Ministry of Education Checks

The Ministry of Education, Youth and Sports (*MŠMT*) is responsible for public administration in education, as well as for developing educational, youth and sport policies and international cooperation in these field. At the end of the academic year 2016/2017, Meridian International School underwent a thorough inspection from *MŠMT*. The school is proud to state that all Health & Safety criteria were met and that the inspection was a successful one. *MŠMT* will conduct regular inspections of the premises of Meridian International School and ensure that all aspects of Czech policy are being taken into account. Health and Safety will be included on the school administration's regular and annual agenda as a standing item. The administration will follow and take any action recommended by the *MŠMT* and will subsequently monitor implementation of the action. Meridian International School reports directly to *MŠMT*. Furthermore, as a school which aims to meet the exacting standards of being a British School Overseas, the school administration will undertake regular reviews of procedures in the light of operational practice, new laws and new policy/directives of the United Kingdom's Department of Education.

2.2 Specific Roles & Responsibilities

2.2.1 School Director & Head of School Responsibilities

The Head of School of Meridian International School is responsible for the implementation of the health and safety policy and for ensuring that Meridian International School fulfils its statutory obligations with respect to the health, safety and welfare of all employees, pupils and others. In order to fulfil these responsibilities, he/she will:

- i) Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within Meridian International School within the constraints of the budget.
- ii) Bring the contents of this policy and associated documentation to the notice of all members of staff of Meridian International School and make arrangements for the regular review and monitoring of this policy, and the arrangements and procedures contained herein, including regular audits and inspections, and safety tours.
- iii) Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.
- iv) Identify and make arrangements for training and where necessary, retraining or of staff with respect to health and safety and when the need arises.
- v) Take overall responsibility for organising staff training and co-ordinating the actions of staff and pupils in the event of a fire.
- vi) Identify and make arrangements for training of new staff with respect to health and safety.

- vii) Consult with members of staff and others on matters of implementation and review of this policy and any procedures contained herein.
- viii) Take responsibility for reporting injuries and diseases.
- ix) Report and investigate all accidents, injuries and ‘near misses’, in accordance with school procedures.
- x) Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information will be made available to all users and persons exposed to the hazard.
- xi) Designate and monitor the performance of staff with responsibility for supervision, training and the day to day implementation of this safety policy and the procedures contained herein as far as possible within the constraints of a small staff.

2.2.2 Health & Safety Coordinator (Safeguarding Leads)

- i) To constantly monitor and review all operational practice and procedures.
- ii) To pass on information received on health and safety matters to appropriate people.
- iii) To ensure prompt action is taken.
- iv) To identify the health and safety training needs of staff.
- v) To carry out appropriate risk assessments and to identify procedures in connection with these, using expert advice where necessary.
- vi) To submit regular reports to the School Director.
- vii) To investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires.
- viii) To keep the Head of School informed on all the above.
- ix) Arranging, recording, and monitoring Fire Procedures and frequency of fire drills.

2.2.3 Individual Responsibility

- i) All school employees, pupils and other persons entering onto the School’s premises, or who are involved in school activities, are responsible for co-operating in the exercise of care in relation to themselves and others who may be affected by their actions.
- ii) Members of staff with a specific responsibility, such as for visits or science will be responsible for maintaining good health & safety practises in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Head of School of Meridian International School of any subsequent specialist requirements for the health & safety of staff or pupils.
- iii) Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm. They will be

responsible for reporting to the Head of School of Meridian International School all accidents or injuries.

- iv) All staff shall familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities and comply with all requirements contained therein at all times. They shall comply with any safety instructions from their line manager. They must wear any protective clothing and equipment supplied, not wilfully misuse or abuse such equipment and report any defects, or other safety hazards encountered.
- v) The person(s) appointed as Health & Safety Officer by the Head of School or School Director of Meridian International School with responsibility for assisting in the monitoring and review of procedures and policy will also be responsible for ensuring that everybody at Meridian International School is kept fully up to date with changes in legislation, working practices and other issues in relation to health and safety within the Meridian International School.
- vi) The person responsible for First Aid and injuries will ensure that provisions conform to local Czech laws.

2.2.4 Arrangements for Carrying Out the Functions Allocated to Individual Emergency Procedures

The emergency plan is based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of the building.

The aim of the emergency plan is to ensure that in the event of a fire or other emergency everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that Meridian International School can be safely evacuated.

2.2.5 Emergency Plan

- i) The alarm is raised by whoever detects the emergency.
- ii) All staff are trained to assist in the evacuation.
- iii) All teachers have specific supervisory roles relating to the emergency.

The line drawing of Meridian International School (which will be prepared by the Head of School, the Deputy Head of School and the Health and Safety Co-ordinator) will include the following details:

- i) Essential structural features including escape routes, doorways, walls, corridors, stairways etc.
- ii) Designation of the classroom, work and internal assembly spaces.
- iii) Location and type of fire-fighting equipment.
- iv) Location of the assembly point.

2.2.6 Medical Matters

Children cannot remain in school if they are ill and if it is suspected that a child is genuinely sick then advice should be sought from the Class Teacher and safeguarding staff about sending him/her home. A sick or injured child should remain with the class teacher and a reference made to the relevant timetable to find where a member of the Safeguarding staff is working. No sick child should be sent to find treatment or to find the Safeguarding staff. A member of the cleaning staff should clear any vomit, blood, faeces or urine. Air fresheners can be employed.

Children are usually only sent home if they have a recordable temperature, but there are often significant difficulties locating an adult to collect children in spite of the careful recording of contact numbers. Some children are already unwell when they come to school and if this is the case they will be returned home as soon as practicable. Where there is knowledge of any known medical condition, care should be taken to alert all members of staff about this and its precise nature: even if it seems unlikely that you will come across this child, everyone does playground duty and classes are divided occasionally. For these children, reference must be made to the relevant log, and 'incidents' or 'accidents' likewise recorded in the relevant log. This is statutory practice under the Health & Safety Act of the United Kingdom yet is not statutory under the law of the Czech Republic.

No medicine of any kind can be administered in school by any member of staff, for short term illness, unless parents come to do so. The medicine must be prescribed by a GP and parent's consent should be taken.

Appointments with the doctor, dentist or other practitioner are made in school time and children may attend these if proof of appointment is shown. The proof should be added to the register and the Class Teach should ensure that the child is aware of his/her departure time. NO child may leave school premises without being collected by an adult, or without express written permission, and departure should be reported to the office. Such absences should be clearly marked in the attendance register.

2.2.7 First Aid

The person responsible for First Aid, Injuries and Dangerous Occurrences will ensure that provisions conform to practices of the United Kingdom & the Czech Republic: the Health and Safety (First Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1992.

The responsible person will ensure that first aid boxes are available and stocked with approved standard items. The responsible person will also ensure that qualified first aiders are available at all times.

The responsible person will also ensure that any special emergency treatments which may be required following an accident involving the misuse of substances at Meridian International School are available and that sufficient staff are trained to deal with such treatments. Pupils, or employees, require specific medication or have particular medical requirements, these shall be noted and kept in a specific log. Such records shall be maintained and their contents made

known to those people appointed to deliver first aid treatment as necessary, where the medication, or condition may have a bearing on any emergency treatment given by that person. The responsible person will also ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.

First Aid boxes are located at points throughout the school.

All injuries must be reported immediately to the Head of School of Meridian International School.

3. Procedures

3.1 Safety Checks & Service Procedures

The School Director of Meridian International School has overall responsibility for ensuring that statutory fire precautions in relation to the Health & Safety at Work Act 1974, the Fire Order 2005, as well as the strict legislative criteria of the Czech Republic (Classification of Activities According to Dangerous Fire), are adhered to. This will include formal certification, staff training and co-ordinating the actions of staff and pupils in the event of a fire.

The School Director of Meridian International School is responsible for ensuring that all members of staff are instructed in the following matters:

- i) The action to be taken on hearing a fire alarm.
- ii) The action to be taken on discovering a fire.
- iii) Raising the alarm and the location of alarm points.
- iv) The location and use of firefighting equipment.
- v) Knowledge of escape route and the identity of those nominated as competent persons to supervise any evacuation of the premises.
- vi) Appreciation of the importance of fire doors and the need to close all doors and windows.

3.2 Fire Procedures

- i) See appropriate map of the school
- ii) In the event of a major power failure, there is emergency lighting in the public areas of the building. Should this be prolonged the school will be closed.
- iii) The person(s) nominated to act as competent for supervising evacuation are: The Head of School, the Deputy Head of School and the Site Manager.
- iv) Further emergency evacuation procedures in the event of explosions or escapes of dangerous substances.

IF YOU DISCOVER A FIRE:

SOUND THE NEAREST ALARM

CLOSE THE DOORS AND WINDOWS

IF YOU HEAR THE ALARM:

COLLECT THE CHILDREN, TOGETHER WITH THE CLASS REGISTER IF AVAILABLE AND VACATE THE BUILDING BY THE NEAREST EXIT. ASSEMBLY POINTS ARE KNOWN BY ALL MERIDIAN STAFF AND ALL STUDENTS/EMPLOYEES WILL BE PRIORLY INFORMED.

4. Health & Safety During Daily School Operations

4.1 Morning Routine

The Meridian International School entrance and grounds are supervised from 08:00 each morning. Parents are asked to bring or send pupils into the grounds and to proceed to the correct location (typically, their classroom for the first lesson of the day). Meridian International School encourages parents to not allow their children to loiter at the front of the school, which is both exposed and unsupervised. Students are expected to be in the building for 08:30, at which time doors will be locked and monitored (in accordance with emergency procedures).

4.2 End of School Day Routine

At the end of the day children are expected to leave and go straight home. Any uncollected children wait in the school office while enquiries are made to speed up their collection: in extreme circumstances there is a formal procedure to leave abandoned children with the Police or Social Services.

4.3 Breaks

When the school bell is heard, pupils must return to their correct location (typically, their home classroom or destination of their next lesson). Morning break occurs at 10:00 and ends at 10:20, for 20-minutes, and is supervised according to the daily rota.

Each of the classes has a particular place for line up and uses a particular staircase and toilet area. As well as collection from the playground, classes must be escorted from the classroom, at lunchtime and at the end of the day. This ensures swift and safe movement around the building with maximum oversight for teachers. There is a general 'no running' and 'keep right' policy which need constant reinforcement.

Although these rules affect closely the running of the school and the use of time and the maintaining of good order, there are obvious implications for health, safety and security and as such should be observed at all times.

4.4 Supervision of Students During Non-Curriculum Time

- i) Pupils are allowed on the school premises from 8.00 until 16.00.
- ii) Some after school activities continue until 17.00 and beyond with notice.
- iii) During morning breaktimes the Meridian International School supervises the children, please see duty rota separately.
- iv) During lunch breaks Meridian International School will provide supervision in the playground, dining and adjacent areas as follows:
 - Lunch Time: 11:50 - 12.20
 - At least 2 members of staff are on duty.
 - Pupils are expected, at all times, to comply with the standards of behaviour outlined in the school's pupil behaviour policy.

4.5 Day-to-Day Security

Since schools are prime targets for intruders of all kinds, it is important to recognise that children, adults and property need to be protected. While the front gate is protected by a buzzer/entryphone system, the code for which is known to all staff and changed from time to time, all other outside doors should be kept closed, and any unknown visitor challenged and, if necessary, escorted to any stated destination. Even bona fide visitors and operatives need to be reminded that they should report their presence to a member of the administration and inform someone of their presence. In the event of any kind of emergency, a **158** call should be made without hesitation.

A security guard will be posted at all school sites, monitoring the daily comings-and-goings of pupils, parents, staff and visitors.

Personal property should be covered by personal insurance but should not be left unattended in classrooms or elsewhere in the common school area. Secure lockers with keys are provided for pupils for small items. Staff will have keys to their classrooms, so personal belongings can be safely stored.

In common with all buildings administered in Praha 8, there is a non-smoking policy which operates in all areas of the building, and which applies equally to staff, parents and contractors.

4.6 General Rules For Children

The following rules are currently observed and have been devised in order to avoid time consuming arguments and investigations. They are also designed overall to safeguard health, safety and security, and must therefore be closely observed.

- i) Jewellery should be kept to an absolute minimum and should only consist of stud or sleeper type earrings if it is thought necessary for ears to be pierced. Any type of hoop or drop earrings, or rings, are dangerous as they may be caught in PE or any kind of movement, in addition to the many difficulties involved in investigating loss or theft.
- ii) It is recommended that all clothing should be named: lost items are kept in the secretary's office.
- iii) Large sums of money should not be brought to school, but if children are asked to bring money for trips, collections or as part of a fund-raising effort, it should be collected during the registration time. These sums should be sent to the office as soon as is practicable. Money for meals is collected as soon as possible on Mondays, but advance payment cheque is possible.
- iv) Children may not carry hot liquid to or from the playground or classroom.
- v) The general rules about movement around the school need reinforcement at all times - this is achieved partly by teachers escorting their classes, partly by constant reminders and intervention, and partly by restricting opportunities for unsupervised movement about the school. Children should walk quietly and sensibly at all times, keeping to the left on the stairs and in the corridors; there are elements of Health & Safety to be considered in a building such as we have, and therefore co-operation in this aspect is particularly necessary.

4.7 Visitors & Security

Visitors must report to the Meridian International School office immediately on arrival. Any person (other than a member of school staff or pupil) on the school site and does not have permission will be challenged, and if necessary, asked to leave.

Safety Guidelines for Visitors:

- i) All visitors must comply with the school's Health & Safety regulations.
- ii) All visitors must have appropriate identification for the Czech Republic at all times.
- iii) The fire alarm is a continuous ringing sound. If this should sound, leave the building by the nearest exit and proceed to the assembly area which is the visitors' car park.
- iv) The school operates a no smoking policy.
- v) All accidents must be reported to the school office. First aid facilities are available when appropriate.
- vi) Visitors are not permitted into a classroom unless a member of staff is present.

- vii) Visitors must inform someone of their departure before leaving the premises.

4.8 Contractors & Trades People

- i) All contractors, delivery person, inspectors and other trades people will be expected to comply with the 'visitors' section of the policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide written or other evidence of their competence to complete such work.
- ii) In some instances, it will be necessary for the contractor to deposit with the School Director a copy of the company's Health & Safety Policy, and any risk assessments/method statements relevant to the work being performed by them, in so far as the work may affect the staff and/or pupils of the school.
- iii) When a contractor is likely to disrupt the teaching of pupils then prior notice will be required before the work is commenced.
- v) In accordance to the law of the Czech Republic, any appointed contractor shall be required to co-operate with Meridian International School. The planning supervisor, appointed by the client will ensure that no contractor shall begin work until a safety plan for the construction phase has been drawn up to the satisfaction of the school. The planning supervisor will also maintain a health & safety monitoring system.
- vi) Generally speaking, the School Director and Head of School will oversee major work to the building.

Where possible, this kind of work is carried out during periods of closure.

4.9 Risk Assessment & Safety Audits

The School Director and Head of School for Meridian International School are responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit. Audits and Health & Safety tours will be carried out once a year and more frequently if there have been any significant changes in buildings, machinery, equipment, work practices or personnel.

The assessment team will consist of a number of staff, at least one person being competent to make assessments concerning the activity or processes involved.

The purpose of the assessment is to:

- i) Identify hazards.
- ii) Assess the nature and seriousness of the hazard and subsequent risks.
- iii) Avoid risks by elimination.

- iv) Control any remaining risks by: selection of control measures; maintenance and use of controls; monitoring and surveillance; supervision, information instruction & training. A record will be kept of the findings of the assessment team.

4.10 Trips & Visits Away from School Premises

An increasing number of pupils are likely to participate in visits and outdoor or adventurous activities off the school premises. During these activities much of the leadership and tuition is undertaken by staff employed by the organisation responsible for the management of the centre being visited and/or the activity.

Before staff take groups of pupils on visits away from school premises they will undertake to establish answers to the following questions. Only when staff are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist will further detailed planning take place.

Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so?

For hazardous activities it will be expected that certain staff have received appropriate training and hold formal qualifications.

For day visits, it is necessary to visit the site of the visit to determine its suitability and to ascertain what provision - lunch rooms, toilets etc. - is made for children, and to familiarise accompanying adults with precautions, escape routes, first aid facilities and any possible hazard which might occur. This should take part of the briefing of all adults assisting. All visits made by the school are adequately insured (personal insurance is necessary).

The organiser of the trip is responsible with the risk assessment of the trip. School trips and excursions form including risk assessment should be filled and have approved by the line manager/Head of School.

4.11 Adventure Activities

In accordance with the appropriate laws of the Czech Republic – Ministry of Education: Instruction for Providing Safety and Care for Students Outside of School, <https://msmt.cz/file/38082> - providers of certain activities for people under-18 must hold a license. Not all adventure activities require licences. The following is a guide to the types of activities which do.

- i) Caving: underground exploration of natural caves and mines including potholing, cave diving and mine exploration.
- ii) Climbing - climbing, traversing, abseiling and scrambling except on purpose-designed climbing walls or abseiling towers.

- iii) Trekking - walking, running, pony trekking, mountain biking, off-piste skiing and related activities in moor or mountain country which is remote, i.e. over 30 minutes' travelling time from the nearest road or refuge; and,
- iv) Water sports - canoeing, rafting, sailing and related activities on the sea, tidal waters or inland waterways which are more than 100 metres across or are turbulent.

Providers in scope of the Adventure Activities Licensing Regulations are commercial bodies and local authorities. They must hold a licence before they offer licensable activities. (Refer to HSE guidance and DfE guidance).

Individual schools do not need to apply for a licence for facilities they provide for prescribed activities if provision is limited to their own pupils. Advice on whether licences are required is available from local Czech authorities.

4.12 Swimming

Swimming lessons will only take place at pools with adequate life-saving personnel and facilities. As a minimum at least one person will hold an appropriate life-saving proficiency certificate and resuscitator, pole and ropes will be readily available. The location of an alarm and telephone will be noted.

To ensure the safety of pupils during swimming lessons the School Director will provide trained observers capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil. The observer must not be the instructor, but he or she should be a life saver or resuscitator.

Before any swimming takes place teaching staff, supervisors, observers and pupils must be aware of what to do in an emergency. At regular intervals this emergency procedure must be practised.

When pools are being used by more than one school standardised emergency procedures must be established and practised at regular intervals.

All observers must be in position before the pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the pool side.

All teachers, supervisors and observers will be provided with a whistle, horn or klaxon. Whilst children are encouraged to succeed at the various levels for which tests exist, the school does not accept responsibility for any accidents which may arise from children being deemed proficient to undertake any task or project out of school or away from a protected environment.

4.13 Seat Belts in Buses

In accordance to the laws of the Czech Republic (Czech Ministry of Transport – Ministerstvo dopravy), regulations require minibuses and coaches used to transport children to have seat belts. Meridian International School will check with coach operators that seat belts will be

available, prior to any trips being arranged. All vehicles operated by Meridian International School will fully fulfil the aforementioned regulations.

4.14 Litter

Under local Praha 8 laws, as well as the Czech Environmental Impact Assessment Act (No.244/1992), Meridian International School will keep land that is under its control and is open to the air free from litter, refuse and dog excrement, so far as is practicable.

4.15 Expected Standards of Cleanliness

Local laws are prescribed and operated within Meridian International School. However, expected standards of cleanliness for all relevant school land are set out in the Czech Republic's Czech Environmental Impact Assessment Act (No.244/1992). The School Director should regularly check whether their current arrangements for keeping their grounds free from litter meet the standards set by the assessment act, as well as those espoused by the Czech Environmental Inspectorate.

4.16 Enforcing Litter Duties

Meridian International School staff, as well as pupils, will all endeavour to keep the school clean and free from refuse. The appropriateness of cleanliness will be discussed in school assemblies as well as by Class Teachers during appropriate lessons which fulfil requirements.

4.17 Science Activities, Art Activities, and Design & Technology Activities

Hazards associated with working the range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and staff can be found in many domestic environments.

All staff will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

Staff will make sure each pupil is physically fit for any activity or experiment they may undertake.

Staff will avoid situations that could result in stress to pupils or adults working with them.

Meridian International School will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate pupils will be required to wear the provided personal protective equipment (PPE). The school will monitor the safe working practices of pupils and staff.

The following tools, materials and processes are considered by Meridian International School to have the potential to cause injury. Appropriate risk assessments will determine, in each case, safe working procedures. All activities will be monitored accordingly.

- i) Craft Knives: these will only be used under teacher supervision by responsible pupils.
- ii) Low Melt Glue Guns: these will only be used under teacher supervision by responsible pupils.
- iii) Hot Melt Glue Guns: these are potentially more dangerous and will therefore only be used under the strictest teacher supervision.
- iv) Super Glues: these will not be used by pupils.
- vi) Wood/Plastic/Metal/Clay/Modelling Materials: all materials used will be checked for suitability. Pupils involved in activities which produce excessive quantities of dust/particles/chippings will be required to wear face masks and goggles. When working with wire face masks or goggles will be provided. When working with thin sheet metals, rough wood and certain other materials gloves will be provided.
- vii) Dirty Activities: whenever pupils are involved in activities where clothing could be soiled, damaged or entangled some form of protective clothing will be worn.
- viii) Testing Activities: pupils will be kept clear of experiments involving stretched materials, hanging loads and the releasing of objects from a height.
- ix) Flying Things: staff and pupils will be extra vigilant when flying kites outdoors taking notice of roads, buildings and overhead electricity cables. Any thrown, spinning or launched object will be directed away from spectators.
- x) Food Preparation Equipment: this should be carefully stored in a secure cupboard. Strictest hygiene procedures will be followed at all times.
- xi) Food Storage: only very small quantities of food will be stored in appropriate sealed containers at the correct temperature. Sell by dates will be monitored.
- xii) Cookers and Microwave Ovens: these will only be used under teacher supervision by responsible KS2 aged pupils. Cookers and microwave ovens will be sited and maintained as per manufacturer's instructions
- xiii) Hot Oil and Boiling Sugar: these will not be used by pupils.
- xiv) Personal Hygiene when Working with Food: all pupils will be taught the need for personal hygiene, and encouraged to wear clean cookery aprons, wash their hands, cover any cuts and scratches with blue waterproof dressings and tie back long hair. They will also be taught to re-wash their hands after breaks or visits to the toilet.
- xv) Classroom Hygiene: work surfaces, cookery aprons, utensils and washing-up equipment will be maintained in a clean and hygienic condition All unwanted food will be disposed of carefully. All mouthpieces will be suitably sterilised.
- xvi) Heating: all heating activities will only take place under close adult supervision. Kilns should only be used by adults.
- xvii) Chemicals: before using any chemicals of process involving hazardous substances staff will refer to the appropriate guidelines and data sheets (see materials and hazardous substances). Chemicals will not be stored in any container other than that in which they were supplied.

- xviii) Mains Electricity: this will not be used by pupils. All plugs will have an insulated area to obviate tampering.
- xix) Battery Power: pupils will be taught to use batteries correctly and know the differences between mains and battery power.
- xx) Caring for Animals: pupils will be taught how to maintain personal hygiene while handling animals when appropriate. Any animal bite will be treated by trained staff and then referred to a medical practitioner.
- xxi) Micro-Organisms: staff will refer to appropriate documentation before undertaking activities involving micro-organisms but experiments involving processes of decay will not be stored in the Staffroom refrigerator, nor any of those which are soil (or artificial compost) based.
- xxii) Machinery and Equipment: each item will be permanently marked with a unique identification number or identified by a manufacturer's serial number and recorded in the inventory. Electrical items will be checked by a competent electrical engineer as often as possible. All machinery and equipment within Meridian International School will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use. It is the responsibility of staff when utilising or issuing equipment to check for obvious signs of damage and report any defects found to the School Director. Full and suitable assessments shall be made of the hazards and risks involved in the use of all machinery and equipment and these shall be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records. Clear guidelines will be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the installation and siting of such equipment.
- xxiii) Vetting Purchases: all purchases will be considered in terms of them presenting a hazard to pupils and staff. While the school's management procedures will identify the major hazards, the school will actively review, in terms of health and safety, each proposed purchase. Each new purchase will be monitored, and its use reviewed in terms of its safe operation.
- xxiv) Materials and Hazardous Substances: the use of any material or substance within Meridian International School will be subject to prior assessment.

Meridian International School recognises the requirement to:

- Undertake assessment of all hazardous materials with respect to usage and risk.
- Assemble comprehensive hazard data information.
- Instigate control measures.

Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.

4.18 Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

It is recognised that certain processes and the use of certain substances within Meridian International School activities will necessitate the use of personal protective equipment. Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the School Director of Meridian International School will ensure that it is made available, and its continued use monitored.

All PPE used will be of a type approved for the purposes and conform to the relevant Czech and European standards.

All PPE will be regularly inspected and kept in good working order. It is the responsibility of all staff and pupils to:

- wear PPE as required.
- use PPE as instructed by the manufacturer.
- report defects immediately.
- not alter or abuse any PPE provided.

4.18.1 Eye Protection

It is a statutory requirement under the Personal Protective Equipment Regulation 1992 to wear eye protection when an assessment shows that a risk of injury cannot be otherwise eliminated. Staff and pupils (as indicated) must wear eye protection when involved in any of the following operations which occur rarely in the primary school

- Using or dispensing liquids which could cause injury.
- When breaking, cutting, dressing, carving, stone, metal and glass.
- Any other process involving the production of fine particles.
- Any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well maintained and conform to BS2092 and carry the relevant code for the type of protection offered (1 = Impact, 2 = Impact, C = Chemical).

4.18.2 Gloves

Rubber gloves will be worn when washing items following work with food. Caretaking and cleaning staff will wear gloves suitable for the job in hand.

4.18.3 Protective Clothing

Appropriate protective clothing will be worn by staff involved in activities which could

- lead to entanglement.
- be subject to harmful liquid spillages.
- involve high temperatures or naked flames.

In areas exposed to high temperatures and naked flames overalls will be of an appropriate type of material. Protective clothing made from synthetic fibres will not be used unless supplied specifically for the purpose.

Aprons and overalls made from synthetic, 'wipe down' materials will be used for all food based activities.

- Aprons and overalls made from water resistant materials will be used for all wet activities.
- All aprons and overalls will be cleaned regularly.

4.18.4 Footwear

The premises officer and certain other caretaking staff will be required to wear protective shoes whenever the activity involves a lifting and moving of heavy items.

4.18.5 Ladders

Ladders are provided for access to reasonable heights and are maintained to be fully serviceable. Staff and children should not balance on chairs, tables, window sills or other means of temporary access: 'kick steps' are provided in stock cupboards for access to shelves.

4.18.6 Electricity Mains

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil with Meridian International School.

Any work of an electrical nature on any conductors or circuit shall be carried out only by competent and qualified electricians.

All electrically operated tools and equipment will be maintained in good order and subject to regular inspection and testing as appropriate by a competent person.

A record of all such tests and inspections shall be kept in the safety manual alongside all recognised and authorised safe working practices.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to the Head of School.

On no account will amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

Under no circumstances will working on live circuits be allowed.

4.19 School Meals

4.19.1 School Meals for Pupils

Meridian International School may provide meals or other refreshments to pupils in the middle of the day, either on the school premises or elsewhere where education is being provided. A charge must be made and all pupils must be charged the same for the same quantity of the same item. Meridian International School may subsidise meals from school funds if they wish.

4.19.2 Facilities for Pupils Not Eating School Meals

Meridian International School must provide facilities for pupils not taking school meals to eat meals that they bring to school. Meridian International School can decide what facilities are appropriate. These include accommodation, furniture and supervision so pupils can eat food they have brought from home in a civilised way and in suitable conditions. The school cannot charge pupils for using these facilities.

4.19.3 Catering & Kitchens

The food handling premises of Meridian International School have been registered and approved with local authorities and regulatory bodies of the Czech Republic. These are regularly inspected and reviewed by Czech authorities.

4.20 School Meals

It is recommended that all staff working with food will be made aware of the following:

- i) Knowledge of the ways and conditions that bacteria grow and multiply.
- ii) Knowledge of the ways of preventing food poisoning and contamination.
- iii) Knowledge of cleaning methods.
- iv) Knowledge of the effect of food poisoning.
- v) Knowledge of pest control.
- vi) Knowledge of food handler's legal responsibilities.

The staff have undertaken training in the safe handling of food and will abide by and full implement all aspects of their training with respect to health and safety.

Staff undertaking food-based work with pupils should be mindful of the difficulties associated with the storage of completed work and of the necessary ingredients.

Pupils will not be allowed unsupervised access to equipment which could burn or scald.

At least one stage of the washing up procedure involve items being exposed to temperatures in excess of 60 degrees. Suitable procedures will eventually be put in place to ensure that this happens.

4.21 Lifting & Manual Handling

The risk of injury due to the manual handling of loads is recognised by Meridian International School and all measures will be taken as necessary to reduce such risks. Training in proper handling techniques will be given as appropriate and only those persons so trained should be asked to move heavy weights. Under no circumstances will pupils be allowed to lift or move heavy or awkward weights. Guidelines for implementation will follow the 'ergonomic' approach which encourages assessment and quantifying of risk factors with the task in hand within an occupational setting. The lifter or handler will be seen at the centre of a system.

Only staff, appropriately trained in manual handling will be asked to move heavy weights. As a guide, for an adult, 20 kg will be the maximum weight (held close to the body). If the load is held at arm's length then this limit will be reduced by 50%. If the lifting involves twisting then the limit will be reduced by 20%. Loads lifted above shoulder height or below knee level will be reduced by 50%.

4.22 Cleaning & General Maintenance

All cleaning and maintenance staff will be provided with protective clothing which should be worn at all times.

Glass and other sharp waste materials will be disposed in a way which will ensure that no sharp waste materials can cause injury to pupils and other staff.

All users of the building will be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements.

All cleaning and maintenance staff will ensure that at all times adequate exits are available in the case of an emergency.

During cleaning it is anticipated that children will not be in the building: those taking part in after school activities, and those supervising them, need to be aware of the fact that children should not be allowed to return to classrooms via wet corridors and stairs or in darkness.

5. Monitoring/Reviewing Health & Safety Policy Statement

The School Director, as well as the Head of Meridian International School, will review the Health & Safety policy statement and the arrangements for the Health & Safety on an annual basis – or more frequently – should the need arise.

The form of this review will be undertaken by means of an internal inspection and tour, all in recognition of the requirements set by the Czech authorities, as well as the criteria for a British School Overseas.

Particular attention will be given to:

- i) The Policy statements.
- ii) Organisation.
- iii) Training and competency.
- iv) Safe systems of work.
- v) Safe place to work.
- vi) Trips and activities holidays.
- vii) Internal communications.
- viii) Emergency Procedures.
- ix) Fire.
- x) Medical facilities and welfare.
- xi) Records.
- xii) Monitoring at the workplace.

Following the review, the policy statement will be signed and dated by the School Director.

The School Director, through the termly meetings, keeps the administration staff informed, and up to date, with matters concerning health & safety at Meridian International School.

5.1 Legislation (Czech Republic)

The issues related to occupational health and safety (hereinafter only “OHS”) in the Czech Republic are divided between two equal entities specialising in occupational safety and occupational health.

Act No. 251/2005 Coll., on labour inspection regulates the establishment and position of labour inspection authorities as authorities overseeing the protection of workplace relationships, working conditions, childcare services provided in children’s groups, the scope of activity and authority of labour inspection bodies, the rights and obligations during inspections, and sanctions for breaching stipulated obligations.

These matters fall within the jurisdiction of the Ministry of Labour and Social Affairs.

Act No. 258/2000 Coll., on the protection of public health and on changes to certain related acts (hereinafter only the “Public Health Protection Act”) in conjunction with directly applicable regulations of the European Union, regulates the rights and obligations of physical and legal entities in protecting and promoting public health, the establishment of a system of public health authorities and their scope of activity and powers, and the tasks entrusted to other state administrative bodies involving the protection and promotion of public health and

assessment and reduction of noise concerning the long-term average noise pollution of the environment. These matters fall within the jurisdiction of the Ministry of Health.

Regional Public Health Authorities and their administrative districts and seats were established under the Public Health Protection Act.

5.1.1 Powers of Regional Public Health Authorities

The Public Health Protection Act authorises the Regional Public Health Authorities to oversee compliance with any prohibitions, the fulfilment of other obligations stipulated by directly applicable regulations of the European Union, this Act, and any special legal regulations protecting public health, including compliance with good manufacturing practices and occupational health addressing the risks in working conditions arising from physical, chemical, and biological factors, adverse microclimatic conditions, physical and mental strain, all other related working conditions, including workplace equipment, and any public health decisions and measures issued under these legal regulations.

5.1.2 Reporting to the Competent Authority

Under the Public Health Protection Act, the public health authority is the concerned administrative body for decisions on matters governed by special legal regulations concerning interests protected by the public health authority under this Act and the special legal regulations, including health risk assessment and management. The public health authority issues its statements in these matters. The public health authority may bind its consent by the requirement to meet certain conditions.

5.1.3 Risk Analysis

The Public Health Protection Act stipulates that work is divided into four categories according to the incidence of factors that may influence the health of employees and the level of their health risk. This is addressed in Decree No. 432/2003 Coll., stipulating the conditions for dividing work into individual categories, the limit values for biological exposure test indicators, the conditions for collecting biological material for biological exposure tests, and the particulars for notifying work with asbestos and biological agents.

High-risk work defined for the purposes of this Act as work involving the risk of developing occupational diseases or other work-related diseases means work included in categories three and four, and work included in category two and classified as high-risk work by the competent public health authority or a special legal regulation (Atomic Energy Act).

Unless the special legal regulation stipulates otherwise, the competent public health authority decides on classification of work under category three or four. Employers assign work to the second category. The remaining work performed at an employer's workplace not assigned to any of the categories is deemed category one work.

If any high-risk work is performed at an employer's workplace, the relevant employer is required to keep records starting from the assignment of high-risk work for each of their employees.

5.1.4 Medical Examinations

Act No. 373/2011 Coll., on specific health services, stipulates that the state of health of prospective employees must be assessed in the same manner as that of existing employees using occupational medical services, and that the initial medical examination is performed by an occupational medical service provider under contract concluded with the employer or a registered provider indicated to the prospective employee by the employer, unless a different legal regulation stipulates otherwise.

If the employment only involves work classified under category one under the Public Health Protection Act, and if the employment does not involve any activities governed by other legal regulations, then occupational medical examinations and assessment of the state of health for occupational purposes must be arranged via written request presented to a provider operating as the employee's or candidate's registered healthcare provider. Employers are always required to arrange initial medical examinations before concluding:

- i) An employment agreement.
- ii) A contract for work or a contract for services, if the person seeking employment is to be assigned work deemed high-risk according to the Public Health Protection Act or involves activities subject to the state of health requirements stipulated by other legal regulations.

An employer may also request an initial medical examination if there is any doubt of the prospective employee's state of health being adequate to perform other than high-risk work under a contract for work or a contract for services, or under a relationship similar to an industrial relationship.

The content and scope of occupational medical examinations is regulated by Decree No. 79/2013 Coll., implementing certain provisions of Act No. 373/2011 Coll., on specific health services (the Decree on occupational medical services and certain types of assessment services).

5.2 Legislation (U.K.)

5.2.1 Legislation (HMSO)

- i) The Health and Safety at Work Act 1974.
- ii) The Food Safety Act 1990.
- iii) The Control of Substances Hazardous to Health regulations 2002.
- iv) The Electricity at work regulations 1989.
- v) The Noise at Work regulations 1989.

- vi) The Management of health and safety at work regulations 1999.
- vii) The Provision and use of work equipment regulations 1998.
- viii) The Workplace (health and safety) regulations 1992.
- ix) The Personal Protective Equipment regulations 1992.
- x) The Manual handling operations regulations 1992.
- xi) The Health and Safety (display screen equipment) regulations 1992.
- xii) The Woodworking machines regulations 1974.
- xiii) The Abrasive wheels regulations 1970.
- xiv) The Health and Safety (first aid) regulations 1981.
- xv) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

5.2.2 Health & Safety Executive/Commission Publications

- i) Safety Policies in the Education Sector.
- ii) A Guide to the HSW ACT 1974 4th Edition 1990.
- iii) COSHH - Approved Codes of Practice 6th edition 2002.
- iv) MHSAWR Approved Code of Practice 1992.
- v) First Aid at Work ACOP and Guidance on Regulations 1990.
- vi) Noise Assessment Information and Control. Noise Guides 3-8.
- vii) A Step by Step Guide to COSHH Assessments.
- viii) Electricity at Work; Safe Working Practices 1993.
- ix) Training Woodworking Machinists 1992.
- x) Electrical Safety In Schools 1990.
- xi) Health And Safety In Kitchens And Food Preparation Areas 1990.
- xii) The Storage Of Flammable Liquids In Containers 1990.
- xiii) Essentials of Health and Safety At Work (revised 1994).

5.2.3 Further Reference

- i) BS4163: 1984 Code of practice for Health & Safety in Workshops of Schools and Similar Establishments.
- ii) Maintenance and Testing of Dust Extract Plant
- iii) Safety of Pressure Systems
- iv) Lighten the Load
- v) Getting to Grips with Manual Handling
- vi) Safe use of Woodworking Machines

- vii) 5 Steps to Risk Assessment
- viii) Guide to RIDDOR
- ix) Furniture and Woodworking

5.2.4 Other Publications

- i) Risk Assessments for Technology (CLEAPSS)
- ii) Health and Safety at Work (Croner)
- iii) Practical Food Hygiene (Croner)
- iv) ROSPA Health and Safety Practice

**APPENDIX 1: MERIDIAN INTERANTIONAL SCHOOL
MAINTENANCE CHECK LIST**

Item	Frequency
Gates	
Servicing	Yearly
Drains	
Checked and/or Cleaned	Quarterly
Electrical Inspection	
Inspection and/or Testing	Quarterly
Lighting	
Inspection and/or Testing	Monthly
Fire Alarm/Extinguisher	
Full Testing	Yearly
Check and Maintenance	Weekly
Fire Drill	1 per school term
Fire Extinguisher Servicing	Yearly
Gutters	
Clear out and remove debris	Yearly
Heating	
Radiators/Heating	Turn on prior to heating season

System Testing & Inspection	Yearly
Kitchen	
Dining Equipment	Weekly
Heating Items	Yearly
Floors and Surfaces	Daily
CCTV & Security	
CCTV Servicing	Yearly
Security Checks	Monthly
Playground	
Check surface of play area to ensure hazard check	Regularly
Playground equipment	Regularly
Tree safety inspection	Yearly
Damp proofing	1 per school term
Fencing	Regularly