

# Polish British Academy of Warsaw

## Primary School

### Health and Safety Policy



**Headmistress:** Maria Fiedorczuk-Piechota

**Governors:** Magdalena Eysmont (DGS), Monika Konieczna-Kowalczyk

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## **Rationale**

Polish British Academy of Warsaw treats the health, safety and welfare of our students, staff and visitors as our top priority. Abiding by the Health and Safety rules is a requirement and a responsibility of each employee, student, parent, volunteer or visitor.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the school's health and safety policy and procedures at all times
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headmistress for the application of the health and safety procedures and arrangements
- Report all accidents and incidents in line with the reporting procedure
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the school office
- Report immediately to the school office any shortcomings in the arrangements for health and safety
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

## **Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching) will be coordinated by a member of the office staff, following guidance contained in this policy, and are approved by the Headmistress. These risk assessments are available for all staff to view and are held centrally on the school drive and in the school office.

Risk assessments shall be reviewed every year or following significant changes to the activity or premises, following an accident/incident, or following feedback from an

interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the office staff for advice if required. Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the documentation.

### **Training**

All new employees receive training in health and safety aspects related to their role as part of their induction. Staff training includes, but is not limited to, classroom responsibilities, emergency procedures, health and hygiene, first aid, and field trip procedures.

Any changes to health and safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

### **Classroom and break duty responsibilities**

Each teacher has to come into the classroom before the students to check if it is suitable for conducting the lesson and if there are no hazards present. Before the lesson, the teacher should open the windows in the classroom, as well as set up appropriate lighting and temperature. The teacher also takes care of the cleanliness of the classroom throughout and after the lesson.

During the lesson, students who want to use the bathroom have to be sent out individually. If a student feels unwell, they should be sent to the Nurse's Office with a different student accompanying them. If necessary, parents and the Headmistress should be informed.

During classes, the TEACHER CANNOT LEAVE THE STUDENTS UNSUPERVISED. If they need to leave the classroom, they have to inform the teacher from the adjacent classroom; however, such a situation does not change their accountability for the students.

Teachers have to follow the timings for beginning and end of the lessons and to respect students' right to a full break time.

During breaktime, students are supervised by teachers assigned to specific areas, following the timetable. In case of good weather, students should be outside during their break.

While on break duty, teachers are obliged to:

- Start the duty on time and stay in the designated area for the duration of the whole break
- Interact with the students, be observant and react to any dangerous or unwanted behaviour
- Make sure that students do not litter or damage any school equipment
- Pay attention to students abiding by the rules of entering the school building and classrooms
- Make sure that students do not leave the school premises during their break.

## **First Aid**

The School Nurse is the designated staff member responsible for administering first aid. However, in case of her absence or tardiness, other staff members are trained to administer first aid and are able to start helping a student or any other individual right away.

The room designated for care of students during school hours is the Nurse's Office, in the W75 building on the first floor, in the W43 building on the second floor. This room contains first aid kits, medicine and a medical cot, and is adjacent to toilet and wash facilities.

First aid kits are also located in the school office. All first aid kits are clearly identifiable with a first aid sign and available to all staff. They are replenished regularly. The School Nurse is responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered. The School also has available emergency epipens.

Should a student require medical attention, the following procedure must be followed:

- The student should go to the Nurse's Office or, if she is not available or absent, go to the school office to seek help
- The School Nurse / office staff member should assess the student's condition
  - If a child has fever over 37,5°C the school will inform parents. If a child has a body temperature of 38°C or more, the school will inform parents/guardians, so the child is collected from school immediately
  - If a child is vomiting or has diarrhea at school a parent or guardian will be informed instantly, so the child is collected from school immediately
  - Head injuries - parents must be contacted immediately and notified of any injury to the head. In case of concussion, the student should be monitored by the School Nurse for a few days after coming back to school
- If necessary, the School Nurse / office staff member should call 999, asking for an ambulance and answering all questions calmly
- The incident has to be logged into the Medical Register found in the Nurse's Office
- Any moderate or major incidents will be followed up by a call to the parents the day after the event

In case of an accident or urgent need for medical attention, the Critical Incident Policy must be followed.

For COVID-19 related symptoms, Pandemic Procedures should be followed.

Parents are required to keep their child at home if he/she has any infection, and to inform the school about the nature of the infection. This is to alert other parents as necessary and to make careful observations of any other child that seems unwell (done via email written by the school Secretary).

### **Medical conditions**

Polish British Academy of Warsaw recognises that some students may have medical conditions that require support so that they can attend school regularly and take part in school activities.

A plan for students with medical conditions requiring support during school time is developed and discussed by the parents and the School Nurse. Parents are

expected to supply the school with any prescription medication their child may require.

Relevant staff are briefed on the student's medical requirements and administration of any medication. It is the School Nurse's responsibility to administer medication. However, in case of her absence, an office staff member takes over that responsibility.

Prescription or non-prescription medication should be administered to students where there is a health reason to do so and where school has received written consent from the parent (e.g. penicillin, ear/eye drops, cough mixture, allergy creams and pills, travel sickness pills, etc. No aspirin shall be administered). Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission and parent's consent.

### **Field trips**

The staff of PBAW aim to provide a broad and balanced curriculum and believe that field trips are an essential resource for learning and a key component of the curriculum. All field trips are planned in advance and risk assessed.

When planning a school trip, the responsible teacher shall:

- Seek permission for the trip from the Headmistress, as they have ultimate responsibility for the students, irrespective of whether they are present on the trip or not
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the students
- Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc.
- Complete a risk assessment form before each trip through Risk Assessment Google Form found on the school drive
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the students, in terms of their cultural requirements, physical disabilities, age, size and maturity

- Ensure to obtain a permission slip from the parents, giving their permission for the student to attend
- Ensure that enough adults are attending to help supervise the students (1:15 for trips within the city).

Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through the designated school office member, sufficiently in advance of the trip taking place. The designated school office member shall ensure that there is a seat available for every person going on the trip, that AC units are operating (if applicable) and that suitable seat-belts are fitted.

During the field trip, the responsible teacher shall:

- Ensure that the safety of the students is the first priority
- Ensure that all adults attending the trip, including parent volunteers, are fully briefed on their role and responsibilities including safeguarding of students, the aims of the trip, any emergency arrangements, and are assigned to a group of students which does not contain a relative of theirs
- Ensure that all students are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks
- Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip
- Ensure that students are wearing their school uniform or appropriate clothing and correct footwear, as required for the trip
- Ensure that a list of all students attending, including emergency contact numbers and medical requirements, is taken on the trip
- Regularly monitor the number of students present
- Remember that the so called 'free time' does not mean that the teacher is not responsible for students' safety

- Manage the behaviour of the students at all times.

## **Food**

Polish British Academy of Warsaw fully understands how important it is to provide children with proper food. Good diet ensures proper development and influences children's intellectual capabilities. We feel great responsibility for the quality of the food served in our school and ensure it is varied and meets the expectations of our children. Children drink only low-sugar juices and have unlimited access to spring water. Any dietary requirements are taken into consideration in individual cases.

The school provides three meals per day:

- Second breakfast (between 8:55 am -10:10 am)
- Lunch - soup and main dish (between 11:40 am - 1:30 pm)
- Snack (2:20 pm - 4:20 pm)

The following health & safety arrangements specific to the kitchen areas are in place:

- Only kitchen staff should be in the kitchen
- The floors are to be kept dry and free from obstruction
- Care shall be taken when handling heavy and/or hot items
- Food preparation and handling procedures are monitored and assessed regularly
- Food preparation areas shall be kept clean and hygienic.

## **Security**

Polish British Academy of Warsaw treats the security of our students as a top priority. Security arrangements are monitored and reviewed regularly by the school office, and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV & Intruder Alarm System (contractor maintained 24/7)



- Keeping all external doors locked (access code) to prevent unwanted visitors and to ensure students cannot leave the premises unaccompanied or with an unknown adult
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises
- Ensuring all visitors are greeted by an office member of staff upon arrival and obtain a Visitor Pass
- Ensuring all visitors show identification upon arrival if unknown to the school
- Ensuring students never open the front door and staff only admit known/expected persons to the school
- Ensuring that all parents are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected
- Requiring parents to inform staff in advance, either by telephone, email or in writing, if another adult will be collecting their child
- Requiring written permission from parents/carers if child is dismissed to walk home alone
- Ensuring that students are handed over personally to the collecting adult
- Using the PikMyKid app to officially confirm a student collection.

## **Supervision**

Polish British Academy of Warsaw recognises the importance of maintaining suitable levels of supervision for our students. The following applies to all areas of the school:

- Students will always be within sight of an adult
- Registers will be taken at the beginning of each lesson to ensure students are on the premises. If a child is absent with no prior information, their parents will be called by the school office
- Students will be supervised during break time, breakfast and lunch
- Adults will be aware of students using the toilet/bathroom.

Currently, our school offers student supervision between 8:00 am and 6:00 pm. Additional care and activities are provided during Winter (1 week) and Summer Break (3 weeks).

## **Electrical Safety**

The following arrangements relating to electrical safety are in place:

- All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order
- Students are only allowed to use electrical equipment once trained and with adult supervision
- Wires are properly hidden/mounted so that no accidents can happen
- All employees are responsible for reporting any damage to electrical equipment that they might notice.

## **Cleaning**

Our school recognises the importance of maintaining clean and hygienic premises.

The following cleaning arrangements are in place:

- A cleaning rota has been established for all areas of the school and all school equipment
- Suitably competent staff have been employed to clean the premises
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves, masks)
- All cleaning products / detergents are kept in locked cupboards out of reach of students
- All premises are to be cleaned and tidied before students arrive (the evening before)
- Hygienic and safe cleaning materials are available for use in emergencies
- Toilets are regularly checked for cleanliness
- Surfaces and tables are wiped clean and disinfected between activities if necessary
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control

- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

## **Personal hygiene**

The following personal hygiene arrangements are in place:

- Staff and students are encouraged to observe good practice in matters of personal hygiene at all times
- Students are encouraged to use the toilets correctly
- Students are encouraged to wash and/or disinfect their hands regularly, especially before and after handling food, after using the toilet and after messy or dirty activities, particularly outside
- Students are encouraged to cover their mouths when they cough or sneeze
- Students are taught to respect cultural differences that influence people's different attitudes to hygiene
- Students are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics
- Staff are encouraged to set a good example to students in matters of personal hygiene

## **Vehicles on Site**

Vehicular access to the school, via the front gates, is for staff and pre-arranged visitors only. In such cases, a temporary barrier (roadblock) is to be used to keep the students safe. Access to the playground is to be kept clear for emergency vehicles.

Parents must park safely on the public road, paying attention to parking restrictions and respecting the access requirements of our neighbours. They are also regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the school.

## **Slips, Trips and Falls**

Polish British Academy of Warsaw recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip matting has been placed next to each entrance
- Steps are safeguarded with non-slip treads and heavy duty edge tape
- Playground surfaces are regularly checked for suitability and state of repair
- Electrical equipment is sited carefully
- Corridors and walkways are kept clear of obstructions (regular checks by the site managers)
- Floors are thoroughly dried following cleaning and spillages
- Yellow "wet floor" safety signs to be positioned when necessary
- Leaves, ice and snow are removed from outside walkways (school premises only)

### **Staff wellbeing**

Our school recognises that the mental and physical well being of our employees is key to the running of a successful school and the service delivered to our students.

All employees must declare to the Headmistress any medical condition and regular medication they require, as well as providing emergency contact details for use in case of emergency. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the Headmistress any personal health or domestic issue which they feel may impact on their role at the school.

They also must report to the Headmistress any incidents relating to staff wellbeing such as violence, intimidation, stress or bullying.

