

# PORG International School

  

## Health and Safety Policy

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Last update by:	Barbora Gazdova	Date: September 2022
Approved by:	Dagmar Dluhosova	

## Introduction

PORG International School understands how important for parents, children and visitors the health and safety of the premises at our primary school is. This policy is intended to offer and manage a safe and healthy school environment for staff, pupils and visitors. PORG International School aims to prevent accidents, injury and ill-health to staff, students and visitors by creating this health and safety guidelines. One of the most effective ways of doing this is to involve staff and students in identifying challenges to safety, health and welfare and in devising and implementing ways of responding to those challenges.

## Ethos

We believe that creating a safe school environment is just as important as building a solid foundation for future lives. All teachers, staff members and volunteers of the school community have responsibilities for their own safety, health and welfare and that of the children. At the same time, we at PORG International School believe that children should be able to experience a wide range of activities and be given the chance to understand and manage the risks that are a normal part of life.

PORG International School teachers, staff and volunteers are given regular training in order to keep children and themselves safe.

## Publication

This Policy is updated annually and is published to all staff and volunteers. The PORG International School health and safety policy is available to school personnel, teaching and non-teaching staff, pupils and parents on the school website. The PORG International School health and safety policy will strive to meet and adhere to all relevant health and safety legislation.

## Overview of this policy

- Employer duties.
- Teacher duties.
- Duty of pupils.
- Building Security and Maintenance.
- Fire Safety.

## Employer Duties

PORG International school takes all reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

To ensure that these steps are met, PORG International School will, so far as is reasonably practicable, ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed.
- Information, instruction, training and supervision is provided.
- The premises and grounds are maintained in a safe condition.
- There is safe access to all parts of the school premises.
- Equipment is safe to use.
- Off site visits are conducted in a safe manner and risks are identified and controlled.
- Good safety, health and welfare arrangements are in place for staff, students and anyone affected by the work activities of the school.
- Risk assessments are undertaken for all tasks, and information is readily available to ensure a safe working environment.
- The first aid procedure within the school, including the availability of first aid equipment and trained staff is monitored.

- The fire evacuation procedure is followed within the school.
- Regular fire drills to test the effectiveness of the procedure are arranged.

## Teacher duties

Teachers must:

- exercise effective supervision of their pupils
- understand and comply with the fire evacuation procedures for the school
- understand the first aid and accident reporting procedures and to comply with them
- follow the health and safety measures identified for their area of teaching
- personally follow safe working procedures and ensure pupils follow good examples of safe working
- ensure the use of protective equipment and guarding as required
- report to the principal any safety issues identified so that they can be corrected
- only work with equipment supplied by the school
- ensure all accidents, incidents and near misses are reported through the normal channels

## Duty of pupils

All pupils will be responsible for:

- complying with school rules and procedures and any instructions given in an emergency situation
- taking reasonable care of themselves and others
- co-operating with class teachers and other school staff
- using equipment and substances in the manner in which they are instructed
- making full use of personal protective equipment provided for them to use when it is required
- not to misuse anything provided for the purpose of safety or fire requirements
- report to their teacher/class teacher anything they believe to be harmful or dangerous

## Building Security and Maintenance

An effective, monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed where practicable.

It is the responsibility of the cleaning service to ensure that all classrooms and offices are secure, the external doors and windows are closed and locked, and equipment is switched off, before leaving the premises.

The cleaning service is also responsible for locking the gates and setting the intruder alarm at the end of the day.

PORG International School will be inspected once a year by the principal and a Proprietor. Staff should report any defects or problems promptly by entering them in the defects book held in the school office/or notifying the principal/ Office Manager.

## Fire Safety

PORG International School has prepared a fire evacuation plan in accordance with the provisions § 15 section 1 of Act No. 133/1985 Coll., on Fire Protection, as amended in accordance with the provisions § 33 decree of the Ministry of the Interior no. 246/2001 Coll., on Fire Prevention, as amended decree of the Ministry of the Interior no. 221/2014 Coll.

In the event of an extraordinary situation arising in the school buildings, the designated person will order the evacuation of persons and pupils (hereinafter referred to as "persons"), as well as the school property.

### **Anyone who sees a fire is obliged to:**

- Take the necessary measures to save vulnerable persons.
- If possible, extinguish the fire or take necessary precautions to prevent it from spreading, close the door.
- Report a fire immediately – CALL: 112 (Emergency Dispatcher) or 150 (Fire Service)

- Report – where is the fire – what is on fire – who is calling – your location.

The fire alarm is raised by shouting “FIRE, FIRE, FIRE“! Everyone not participating in the fire-fighting works, including visitors, immediately, quickly and conveniently leaves the building, and gathers outside in the playground at the rear of the building to stay safe. Upon the arrival of the Fire Rescue Service, everyone abides by the Fire Chief's instructions.

**Designated person to organize evacuation:**

The principal or their deputy representative directs the evacuation. As a means to announce the evacuation, the school evacuation will be controlled by shouting " FIRE, FIRE, FIRE ".

The principal or her deputy will identify paths and ways of evacuation and places where evacuees will assembly.

Teachers, staff or volunteers presented in classes at the time of fire alarm will check the number of evacuees.

Firstly, people from the vulnerable area (ground floor) will be evacuated. Evacuation from other locations will take place only in the event of a potential threat, as decided by the Evacuation Leader or the Fire Rescue Service (HZS) chief.

The evacuees will congregate in areas safe from fire. Control of the number of evacuees is performed by a pedagogical or other employee assigned by the evacuation leader.

### IMPORTANT PHONE NUMBERS

Technical and emergency numbers:

Electricity	<b>800 850 860</b>
Gas	<b>1239</b>
Water	<b>800 202 700</b>

Emergency service numbers:

Fire Rescue Corps	<b>150</b>
Medical Rescue Service	<b>155</b>
State Police	<b>158</b>
Local Police	<b>156</b>

### IMPORTANT CONTACTS

Proprietor	Dagmar Dluhosova	+420 777 923 718
Principal	Barbora Gazdova	+420 777 355 157

### FIRST AIDERS

Teacher	Katerina Mlcochova	mlcochova@porg.cz
Teacher	Veronika Krzinova	krzinova@porg.cz
Principal	Barbora Gazdova	gazdova@porg.cz

## Fire/ Evacuation Drill Record

(Please complete the following form and return the original to the principal’s office)

### DRILL DETAILS

Date of drill..... Time of drill.....

Drill location.....

Responsible person .....

The total time taken for the whole evacuation.....

### OCCUPANTS DETAILS

Did all occupants leave the building? .....

If No, note names and/or classes:

NAMES	CLASSES	NAMES	CLASSES

### TECHNICAL DETAILS

Were all doors closed and lights switched off?      Yes         No  

If No, note which classes:

CLASS	DOOR	LIGHT



**TECHNICAL DETAILS**

CLASS	DOOR	LIGHT