PORG International School

Health and Safety Policy

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PORG INTERNATIONAL SCHOOL

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Introduction and Statement of Intent

PORG International School recognises the importance of maintaining a safe, secure, and healthy environment for pupils, staff, parents, visitors, and all members of the school community. The school is committed to promoting high standards of health, safety, and welfare across all aspects of school life.

This policy establishes the framework through which the school seeks to prevent accidents, injuries, illness, and unsafe practices. It outlines the responsibilities, procedures, and arrangements designed to ensure that all activities conducted on or off the school premises are managed safely and responsibly.

PORG International School believes that an effective health and safety culture is achieved through cooperation, awareness, and shared responsibility. Staff, pupils, and visitors are encouraged to actively contribute to identifying potential hazards and developing appropriate control measures.

The school further recognises that children benefit from experiencing a broad range of educational and recreational activities. Accordingly, the school aims to balance safety with opportunities for pupils to develop independence, resilience, and an understanding of age-appropriate risk management.

Purpose

PORG International School is committed to safeguarding and promoting the welfare, health, and safety of children in accordance with the principles outlined in *Keeping Children Safe in Education (KCSIE)* and relevant safeguarding and child protection legislation.

The school recognises that safeguarding and health and safety are closely interconnected and that creating a secure, supportive, and vigilant environment is essential for pupils' learning, wellbeing, and personal development. All adults working within the school community share a collective responsibility to protect children from harm, promote their welfare, and maintain a culture of safety and respect.

PORG International School aims to establish an open and positive safeguarding culture in which:

- pupils feel safe, respected, listened to, and supported;
- concerns regarding safety, wellbeing, or welfare are taken seriously and acted upon promptly;
- staff understand their safeguarding responsibilities and professional duties;
- children are encouraged to develop awareness of personal safety, healthy relationships, and responsible behaviour;
- risk is managed proportionately while enabling pupils to benefit from a broad and balanced educational experience.

The school recognises that children may be vulnerable to a range of safeguarding risks, including neglect, abuse, bullying, discrimination, online harm, exploitation, and peer-

on-peer abuse. Staff are expected to maintain vigilance, act in the best interests of the child, and report concerns in accordance with the school's safeguarding procedures.

PORG International School further recognises the importance of early intervention and effective communication between staff, parents, external agencies, and safeguarding professionals where concerns arise.

All staff, volunteers, and relevant stakeholders receive regular training on safeguarding, child protection, health and safety, and staff conduct appropriate to their roles. This includes training relating to:

- child protection and safeguarding procedures;
- behaviour management and anti-bullying;
- online safety;
- emergency procedures;
- health and safety responsibilities;
- safer working practices and professional boundaries.

The school promotes a culture in which safeguarding is everyone's responsibility and the best interests of the child remain paramount at all times.

We are committed to providing and maintaining a safe, secure, healthy, and supportive environment for all pupils, employees, volunteers, contractors, and visitors. The school recognises its duty of care and aims to meet the expectations of the British Schools Overseas (BSO) framework and relevant Czech legislation relating to health, safety, welfare, and fire protection.

The school will take all reasonably practicable measures to:

- safeguard the health, safety, and welfare of all members of the school community;
- promote a culture of shared responsibility for health and safety;
- identify, assess, and control risks effectively;
- provide suitable information, instruction, training, and supervision;
- maintain safe premises and equipment;
- ensure that emergency procedures are understood and practised regularly;
- encourage pupils to develop age-appropriate awareness of risk and personal responsibility.

This policy applies to all school activities, both on and off-site, including educational visits, extracurricular activities, sports activities, and school events.

Scope

This Health and Safety Policy applies to all members of the PORG International School community and to all activities undertaken on behalf of the school, whether conducted on or off the school premises.

The policy applies to:

- pupils and children in the early years provision;
- teaching and non-teaching staff;

- volunteers, trainees, and temporary personnel;
- contractors and external service providers;
- visitors to the school premises;
- the Proprietor, school leadership, and governance representatives;
- external organisations or individuals using school facilities or participating in school activities.

All persons covered by this policy are expected to comply with the school's health, safety, safeguarding, and welfare procedures and to act in a manner that promotes the safety, wellbeing, and protection of children and others within the school community.
This policy applies during:

- normal school operations;
- classroom and play-based learning activities;
- extracurricular activities;
- educational visits and off-site activities;
- sports activities and events;
- school-organised transportation;
- holiday programmes and extended school provision where applicable.

The school expects all individuals and organisations operating on behalf of or in partnership with the school to uphold appropriate standards of health, safety, safeguarding, and professional conduct at all times.

Roles and Responsibilities

The Proprietor and Principal have overall responsibility for ensuring effective health and safety management within the school.
They will:

- ensure compliance with applicable health and safety legislation and BSO expectations;
- allocate adequate resources for health and safety arrangements;
- ensure appropriate risk assessments are completed and reviewed;
- maintain safe buildings, grounds, and equipment;
- monitor implementation of this policy;
- ensure staff receive suitable induction and training;
- oversee accident reporting and investigation procedures;
- ensure fire safety arrangements are maintained and tested;
- review the policy annually.

Health and Safety Coordinator

The Principal or delegated staff member will coordinate day-to-day health and safety matters, including:

- maintaining relevant health and safety records and documentation;
- monitoring inspections, maintenance issues, and corrective actions;
- coordinating staff training and communication;
- reviewing risk assessments and control measures;
- monitoring first aid and welfare provision;
- supporting accident and incident reporting procedures;
- ensuring that identified hazards or concerns are addressed appropriately.

Staff Responsibilities

All staff members share responsibility for promoting and maintaining a safe, secure, and supportive environment for pupils and colleagues.
Staff members are expected to:

- take reasonable care of their own health and safety and that of others;
- follow school policies, procedures, and safeguarding requirements;
- supervise pupils appropriately at all times;
- maintain safe, organised, and suitable learning environments;
- report hazards, defects, accidents, incidents, safeguarding concerns, and near misses promptly;
- use equipment and materials safely and appropriately;
- follow emergency evacuation and fire safety procedures;
- model safe, respectful, and responsible behaviour for pupils;
- maintain professional conduct and act in the best interests of children at all times.

Staff must not knowingly place themselves, pupils, visitors, or colleagues at unnecessary risk.

Pupils' and Children's Responsibilities

Children and pupils are encouraged and supported to contribute positively to a safe, respectful, and caring school environment in a manner appropriate to their age and stage of development.

Children and pupils are expected to:

- follow instructions and safety rules given by adults;
- behave safely, kindly, and respectfully towards others;
- use equipment, toys, materials, and facilities appropriately;
- tell a trusted adult if they feel unsafe, unwell, or worried;
- cooperate during routines, transitions, emergency procedures, and evacuations;
- avoid behaviour that may place themselves or others at risk.

Expectations will be communicated in a clear, supportive, and developmentally appropriate manner suitable for younger children and primary-aged pupils.

Visitors and Contractors

All visitors, contractors, and external providers are required to comply with the school's safeguarding, security, and health and safety procedures while on the school premises or participating in school activities.

Visitors and contractors must:

- sign in and out in accordance with school procedures;
- follow safeguarding, supervision, and health and safety instructions;
- wear visitor identification where required;
- report hazards, incidents, or concerns promptly;
- comply with fire safety and emergency procedures;

- conduct themselves in a manner that safeguards the wellbeing and safety of children.
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Contractors and external providers must provide appropriate evidence of competence, insurance, risk assessments, and safe working practices before undertaking work on behalf of the school.

Safeguarding and Welfare

PORG International School recognises that safeguarding and promoting the welfare of children is of paramount importance and forms an essential part of the school's health, safety, and welfare responsibilities. The school acknowledges the close relationship between safeguarding, child protection, health and safety, emotional wellbeing, and the overall development of children.

The school is committed to maintaining a safe, secure, nurturing, and supportive environment in which all children feel protected, respected, valued, and listened to. Particular consideration is given to the developmental, emotional, physical, and supervision needs of younger children within the early years and primary learning environment.

Appropriate safeguarding procedures and child protection measures are implemented in accordance with the school's Safeguarding and Child Protection Policy and relevant safeguarding guidance. The school promotes a culture in which safeguarding is regarded as everyone's responsibility and where the best interests of the child remain central to all decision-making.
The school ensures that children are appropriately supervised at all times through suitable staffing arrangements, supervision ratios, and safe operational procedures. Particular care is taken during:

- arrivals and departures;
- transitions between activities;
- toileting and hygiene routines;
- outdoor play and physical activities;
- educational visits and off-site activities;
- meal and rest times;
- emergency situations and evacuations.

Measures are in place to maintain secure access to the premises, monitor site security, and safeguard all members of the school community.

PORG International School promotes children's physical health, emotional wellbeing, personal safety, and positive behaviour through appropriate welfare, hygiene, pastoral, and safeguarding arrangements. The school recognises the importance of early identification of concerns and encourages open communication between staff, children, parents, and relevant external agencies where necessary.

All staff members, volunteers, contractors, and relevant personnel receive regular safeguarding, child protection, health and safety, and staff conduct training appropriate to their responsibilities and the age of the children in their care.

Staff are expected to:

- maintain professional conduct and appropriate boundaries;
- remain vigilant to safeguarding and welfare concerns;
- support children in a calm, caring, and developmentally appropriate manner;
- act promptly in reporting concerns relating to the safety, welfare, or wellbeing of a child;
- contribute to a culture of safety, respect, inclusion, and emotional security throughout the school community.

Premises, Security, and Maintenance

PORG International School recognises that maintaining secure, safe, and well-managed premises is an essential component of safeguarding and promoting the welfare of children in accordance with *Keeping Children Safe in Education (KCSIE)* principles.

The school is committed to providing an environment in which pupils, staff, visitors, and contractors are protected from avoidable risks and where appropriate security measures are implemented to support the safety and well-being of the entire school community.

An effective monitored intruder alarm system is installed and activated whenever the school premises are unoccupied. Security lighting is provided where reasonably practicable in order to enhance site safety and reduce security risks.

The school ensures that appropriate procedures are followed at the end of each school day. Cleaning and designated site staff are responsible for ensuring that:

- classrooms, offices, and shared areas are left secure;
- external doors and windows are closed and locked;
- electrical equipment is switched off where appropriate;
- school gates are secured;
- the intruder alarm system is activated.

Access to the premises is controlled and monitored to minimise unauthorised entry and to support safeguarding arrangements. Visitors and contractors are expected to comply with school safeguarding and security procedures at all times while on site.

The Principal and Proprietor conduct regular inspections of the premises, buildings, and grounds to ensure that health, safety, safeguarding, and maintenance standards are maintained. Formal site inspections are conducted at least annually, with additional checks undertaken as required.

All staff members are responsible for reporting hazards, defects, unsafe conditions, or security concerns promptly. Such concerns must be recorded in the school's maintenance or defects reporting system and communicated to the Principal or Office Manager without delay so that appropriate remedial action can be taken.

The school further ensures that maintenance activities, repairs, and contractor work are undertaken in a manner that safeguards pupils and minimises disruption and risk to the school community.

First Aid and Medical Provision

PORG International School is committed to providing appropriate first aid and medical support for pupils, staff, and visitors. First aid arrangements form an essential part of the school's wider duty of care, safeguarding responsibilities, and health and safety procedures.

The school will ensure that first aid provision is suitable for the age, needs, and developmental stage of the children in its care, including younger children and primary-aged pupils. Particular attention is given to close supervision, prompt response to illness or injury, safe hygiene routines, allergy awareness, and effective communication with parents or legal guardians.

The school will ensure that:

- adequate first aid supplies and equipment are available, accessible, checked regularly, and appropriate for use with children;
- suitably trained first aiders are present during school hours, school activities, educational visits, and off-site provision;
- staff are aware of emergency procedures and know how to obtain medical assistance when required;
- pupil medical information, including allergies, medication needs, emergency contacts, and healthcare requirements, is maintained securely and shared with relevant staff on a need-to-know basis;
- staff are informed of relevant medical conditions where necessary to protect the child's health, safety, and welfare;
- medication is stored, administered, and recorded only in accordance with school procedures and parental consent;
- accidents, injuries, illnesses, and medical incidents are recorded accurately and reviewed where appropriate;
- parents or legal guardians are informed promptly of significant injuries, illness, head injuries, accidents, or medical concerns;
- emergency services are contacted without delay where urgent medical attention is required.
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For younger children, staff will respond to illness, injury, distress, toileting accidents, hygiene needs, and medical concerns in a calm, caring, and developmentally appropriate manner. Staff will maintain children's dignity, privacy, and emotional security while ensuring appropriate supervision and safeguarding at all times.

The school recognises that medical concerns may also indicate wider safeguarding or welfare issues. Staff must remain alert to signs of neglect, unexplained injuries, repeated accidents, unmet medical needs, self-harm, or changes in behaviour, and must report concerns in accordance with the school's safeguarding procedures.

First aid and medical arrangements will be reviewed regularly to ensure they remain appropriate, effective, and compliant with applicable Czech requirements and relevant safeguarding expectations, including KCSIE principles.

Fire Safety and Emergency Procedures

PORG International School maintains fire safety and emergency evacuation procedures in accordance with Czech fire safety legislation, including Act No. 133/1985 Coll., on Fire Protection, as amended, and Decree of the Ministry of the Interior No. 246/2001 Coll., on Fire Prevention, as amended.
The school recognises that fire prevention, emergency preparedness, and safe evacuation procedures are essential to protecting the welfare and safety of children, staff, visitors, and all persons present on the school premises.

Fire Safety Arrangements

The school will ensure that:

- fire detection and alarm systems are maintained, inspected, and tested;
- emergency exits, evacuation routes, and access points remain clearly marked, unobstructed, and accessible;
- fire extinguishers and fire safety equipment are serviced regularly;
- fire evacuation plans and emergency instructions are displayed clearly throughout the premises;
- fire drills are conducted regularly, recorded, and reviewed;
- staff receive appropriate fire safety and evacuation training;
- children are familiarised with evacuation procedures in an age-appropriate and developmentally appropriate manner.

Fire Emergency Procedure

Any person discovering a fire or signs of fire must immediately:

1. Raise the alarm by shouting: **"FIRE, FIRE, FIRE!"**
2. Take reasonable steps, where safe and practicable, to protect children and vulnerable persons.
3. If safe to do so, close doors to help limit the spread of smoke or fire.
4. Call emergency services:
    - **112 – Emergency Dispatcher**
    - **150 – Fire Rescue Service**
5. Provide clear information about:
    - the location of the fire;
    - what is burning;
    - whether anyone may be at risk;
    - the caller's identity and location.
6. Evacuate calmly and promptly using designated evacuation routes.

No person should place themselves or others at unnecessary risk.

Evacuation Procedures

Upon activation of the evacuation procedure:

- all children, staff, visitors, and contractors must leave the building immediately unless instructed otherwise by emergency responders;
- the designated assembly point is the playground at the rear of the building, unless another safe location is directed;

- staff must escort children safely, calmly, and continuously supervise them throughout the evacuation;
- particular care must be given to younger children, children with additional needs, and children requiring reassurance or physical support;
- attendance registers and class lists must be checked promptly;
- any missing child, person, or concern must be reported immediately to the Evacuation Leader or emergency services.

The Principal or delegated representative acts as the Evacuation Leader and is responsible for coordinating the evacuation, identifying safe evacuation routes, liaising with emergency services, and ensuring procedures are followed.

Recording and Review

Records of fire drills, evacuations, alarm testing, maintenance checks, and fire safety inspections will be maintained by the school.
Fire safety procedures will be reviewed regularly to ensure that arrangements remain effective, legally compliant, and suitable for children in both early years and primary provision.

Educational Visits and Off-Site Activities

PORG International School recognises that educational visits, excursions, outdoor learning, sporting activities, and off-site experiences form an important part of children's learning, development, wellbeing, and personal growth. The school is committed to ensuring that all off-site activities are planned and conducted in a manner that safeguards the health, safety, welfare, and emotional wellbeing of all children, staff, and accompanying adults.

Particular consideration is given to the age, developmental stage, supervision needs, medical requirements, and emotional security of younger children within the early years and primary provision.

All educational visits and off-site activities will be organised in accordance with school safeguarding procedures, relevant legal requirements, and appropriate risk management practices. Activities will be carefully planned to ensure they are suitable for the age, abilities, needs, and understanding of participating children.

The school will ensure that all visits are appropriately planned, supervised, and reviewed. Visit leaders are responsible for undertaking suitable preparation and ensuring that foreseeable risks are identified, assessed, and managed appropriately.

The designated visit leader must ensure that:

- suitable supervision ratios are maintained at all times, taking into account children's age, developmental stage, medical needs, behaviour, and the nature of the activity;
- younger children remain under close and continuous supervision throughout visits, transitions, transport, and activities;
- transport arrangements are safe, appropriate, and suitable for the children participating;

- emergency procedures and communication arrangements are established before departure;
- relevant medical, dietary, allergy, and emergency contact information is accessible to supervising staff;
- written risk assessments are completed where required and reviewed appropriately;
- parental consent is obtained in accordance with school procedures;
- safeguarding arrangements, including staff conduct expectations and supervision responsibilities, are understood by all accompanying adults.

Where external providers, activity centres, or third-party organisations are involved, the school will take reasonable steps to ensure that appropriate safety standards, safeguarding arrangements, insurance cover, and suitable staffing arrangements are in place.

Children are expected and supported to follow instructions, behave safely and respectfully, and cooperate with supervising adults during off-site activities in a manner appropriate to their age and understanding.
For younger children, staff will provide additional reassurance, supervision, and support during unfamiliar situations, travel, transitions, toileting routines, meals, outdoor learning, and emergency procedures.

High-risk activities, residential visits, overseas trips, or activities involving specialist instruction require prior approval from the Principal and may require enhanced risk assessments and additional safeguarding measures.

The school recognises that educational visits may present safeguarding considerations beyond physical safety, including supervision, emotional wellbeing, online safety, and appropriate staff conduct. All staff and accompanying adults are therefore expected to maintain professional boundaries and act in accordance with the school's safeguarding and child protection procedures at all times.

Health and Hygiene

PORG International School is committed to promoting high standards of health, hygiene, cleanliness, and infection prevention in order to safeguard the wellbeing, safety, and welfare of children, staff, and visitors. The school recognises that maintaining a healthy, clean, and nurturing environment forms an essential part of its safeguarding and duty of care responsibilities.

Particular consideration is given to the age, developmental stage, supervision needs, and personal care requirements of younger children within the early years and primary provision.
The school will take reasonable and proportionate measures to minimise health risks and reduce the spread of illness and infection throughout the school community.

The school will ensure that:

- clean, safe, child-appropriate, and suitably maintained toilet, changing, and handwashing facilities are available at all times;
- children and staff have access to safe drinking water throughout the school day;
- good personal hygiene practices, including regular and effective handwashing, are encouraged and supported in an age-appropriate manner;
- cleaning, hygiene, and infection control procedures are implemented, monitored, and reviewed regularly;
- appropriate infection prevention and control measures are introduced where necessary, including during periods of increased illness or public health concern;
- food preparation, storage, and serving arrangements comply with applicable Czech hygiene, public health, and food safety legislation, including Act No. 258/2000 Coll., on the Protection of Public Health, as amended, and Decree No. 410/2005 Coll., on Hygiene Requirements for Premises and Operation of Facilities and Establishments for Education and Upbringing of Children and Young Persons, as amended;
- children are supervised appropriately during meals, snacks, hygiene routines, and toileting arrangements;
- staff support younger children sensitively and appropriately during hygiene and personal care routines while maintaining dignity, privacy, safeguarding, and supervision at all times.

Staff members are expected to encourage and model good hygiene practices and to respond appropriately where concerns regarding hygiene, illness, neglect, welfare, or unmet care needs are identified.
The school recognises that certain health or hygiene concerns may also constitute safeguarding matters. Staff are therefore expected to remain vigilant regarding signs of neglect, inadequate care, poor hygiene, unexplained injuries, or unmet medical needs and report concerns in accordance with safeguarding procedures.

Children who are unwell, infectious, or medically unfit to attend school may be required to remain at home in accordance with public health guidance, medical advice, or school procedures. Parents are expected to inform the school promptly of infectious illnesses, medical concerns, allergies, or health conditions that may affect the wellbeing or safety of others.

Where necessary, the school will cooperate with public health authorities and implement additional protective measures in response to infectious disease outbreaks or other significant health concerns.

Accidents, Incidents, and Near Misses

PORG International School is committed to maintaining effective procedures for the reporting, recording, investigation, and management of accidents, incidents, dangerous occurrences, and near misses in order to safeguard the health, safety, and welfare of pupils, staff, visitors, and all members of the school community.

The school recognises that timely reporting and appropriate investigation of incidents are essential in preventing recurrence, improving safety standards, and fulfilling legal and safeguarding responsibilities in accordance with relevant Czech legislation and the principles outlined in *Keeping Children Safe in Education (KCSIE)*.
All accidents, injuries, incidents, dangerous occurrences, and near misses occurring on school premises or during school activities must be:

- reported promptly to the Principal or designated member of staff;
- recorded accurately and securely in the school's accident or incident records;
- investigated appropriately where necessary in order to determine causes and contributing factors;
- reviewed to identify preventive, corrective, or safeguarding measures required to reduce future risk.

The school will ensure that records relating to accidents and incidents are maintained confidentially and processed in accordance with applicable data protection requirements.
Parents or legal guardians will be informed promptly of significant accidents, injuries, illnesses, or incidents involving their child. Where necessary, the school may seek medical assistance or contact emergency services without delay.
The school recognises that some accidents or incidents may raise safeguarding concerns or indicate wider welfare issues. Staff members are therefore expected to remain vigilant regarding patterns of injury, behaviour, neglect, self-harm, bullying, peer-on-peer abuse, unsafe practices, or other indicators of harm and report concerns in accordance with safeguarding procedures.
Serious incidents, injuries, dangerous occurrences, or events requiring external intervention will be reported to the relevant authorities in accordance with Czech legal requirements and applicable reporting obligations.
The school will periodically review accident and incident records in order to monitor trends, evaluate risk control measures, and support continuous improvement in health, safety, and safeguarding practices.

Training and Communication

PORG International School is committed to maintaining effective procedures for the reporting, recording, investigation, and management of accidents, incidents, dangerous occurrences, and near misses in order to safeguard the health, safety, welfare, and wellbeing of all children, staff, visitors, and members of the school community.

The school recognises that prompt reporting and appropriate investigation of incidents are essential for preventing recurrence, improving safety standards, and supporting effective safeguarding and welfare practices. Particular consideration is given to the age, developmental stage, supervision needs, and vulnerability of younger children within the early years and primary provision.

All accidents, injuries, incidents, dangerous occurrences, and near misses occurring on school premises or during school activities must be:

- reported promptly to the Principal or designated member of staff;

- recorded accurately, securely, and confidentially in the school's accident or incident records;
- investigated appropriately where necessary to determine causes, contributing factors, and any safeguarding concerns;
- reviewed to identify preventive, corrective, or protective measures required to reduce future risk.

Staff members supervising younger children are expected to monitor children carefully following accidents or injuries and provide reassurance, comfort, and age-appropriate support where required.
The school will ensure that records relating to accidents and incidents are maintained confidentially and processed in accordance with applicable data protection requirements.

Parents or legal guardians will be informed promptly of significant accidents, injuries, illnesses, head injuries, or incidents involving their child. Where necessary, the school may seek medical assistance or contact emergency services without delay.
The school recognises that some accidents, injuries, or incidents may indicate wider safeguarding or welfare concerns. Staff members are therefore expected to remain vigilant regarding:

- patterns of injury or repeated accidents;
- unexplained marks or injuries;
- neglect or inadequate supervision;
- unsafe behaviour or unsafe environments;
- bullying, peer conflict, or inappropriate conduct;
- changes in behaviour, emotional wellbeing, or presentation;
- any indicators that a child may be at risk of harm.

Any safeguarding concerns identified during or following an incident must be reported in accordance with the school's safeguarding procedures.
Serious incidents, injuries, dangerous occurrences, or events requiring external intervention will be reported to the relevant authorities in accordance with applicable legal and reporting requirements.

The school will periodically review accident and incident records in order to identify trends, evaluate risk control measures, improve supervision arrangements, and support continuous improvement in health, safety, safeguarding, and welfare practices throughout the school community.

Monitoring and Review

We are committed to maintaining effective health, safety, safeguarding, and welfare arrangements through regular monitoring, evaluation, and continuous improvement of school procedures and practices.
The implementation and effectiveness of this policy will be monitored through:

- regular inspections of the premises, facilities, and learning environments;
- review and analysis of accidents, incidents, and near miss records;
- evaluation of fire drills and emergency evacuation procedures;

- periodic review of risk assessments and control measures;
- staff consultation and feedback;
- safeguarding and health and safety audits where appropriate;
- oversight by the Principal, Proprietor, and designated responsible staff members.

The school will take appropriate action to address identified hazards, concerns, deficiencies, or risks in a timely manner and will implement corrective measures where necessary.

Health and safety procedures, accident trends, emergency arrangements, and safeguarding-related concerns may be reviewed periodically to identify patterns, emerging risks, or areas requiring improvement.

This policy will be formally reviewed at least annually or sooner where necessary, including following:

- significant incidents or emergencies;
- operational or organisational changes;
- updates to school procedures or guidance;
- outcomes of monitoring or inspection activities;
- identification of areas requiring improvement.

The review process will consider the effectiveness of existing procedures, staff training needs, site safety arrangements, and the overall promotion of pupil welfare and wellbeing throughout the school community.

Publication

This Health and Safety Policy is published and communicated to ensure that all members of the school community are aware of their responsibilities relating to health, safety, safeguarding, and welfare.

The policy is made available through the school information system and may be accessed by:

- teaching and non-teaching staff;
- volunteers and contractors where appropriate;
- pupils, in an age-appropriate manner;
- parents and legal guardians;
- inspectors and relevant authorities;
- visitors and external stakeholders upon request.

New staff members and volunteers are informed of the policy as part of the induction process, and relevant updates or procedural changes are communicated to staff when necessary.

PORG International School is committed to ensuring that this policy remains accessible, clear, current, and reflective of good practice in promoting the safety, welfare, and wellbeing of all members of the school community.

IMPORTANT PHONE NUMBERS

Technical and emergency numbers:

Electricity	**800 850 860**
Gas	**1239**
Water	**800 202 700**

Emergency service numbers:

Fire Rescue Corps	**150**
Medical Rescue Service	**155**
State Police	**158**
Local Police	**156**

IMPORTANT CONTACTS

Proprietor	Dagmar Dluhosova	+420 777 923 718
Principle	Barbora Gazdova	+420 777 355 157
Health and Safety Coordinator	Barbora Pastuchová	+420 775 253 231

FIRST AIDERS

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

PORG INTERNATIONAL SCHOOL

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

First Aid – Student Emergency Guide



First Aid - EYFS Emergency Guide

PORG INTERNATIONAL SCHOOL

EYFS FIRST AID GUIDE

Stay calm. Help safely. Tell an adult.

I CAN HELP!

If something happens, stay calm and get an adult. You can help by staying safe!

1 BUMP OR FALL

I can help!



1. Tell an adult straight away
2. Sit still and stay calm
3. Let an adult check me

Tell an adult if it really hurts, I feel sleepy or I feel sick.

2 BLEEDING

I can help!



1. Tell an adult
2. Press a clean tissue or cloth on the cut
3. Keep pressing until they help

Don't pick the scab. Let it heal!

3 NOSE BLEED

I can help!



1. Sit up and lean forward
2. Pinch the soft part of my nose
3. Hold for 10 minutes
4. Do not blow my nose

Tell an adult if it happens a lot or won't stop.

4 BURNS & SCALDS

I can help!



1. Cool it with running water straight away
2. Take off clothing and jewellery near the burn
3. Do NOT put on butter or cream
4. Tell an adult

Tell an adult if it is a big burn, has blisters or is on my face, hands or joints.

5 SEIZURE

I can help by staying calm!



1. Stay calm and tell an adult
2. Keep me safe Move objects away
3. Turn me onto my side
4. Do not put anything in my mouth
5. Time how long it lasts

Tell an adult. If it lasts more than 5 minutes they will call for help.

6 SMALL CUT

I can take care!



1. Wash with clean water
2. Cover with a plaster
3. Tell an adult if it gets red, swollen or sore

WHO CAN HELP ME?

There are lots of grown-ups who can help. I can tell:

MY TEACHER
They look after me and help me learn.

MY TEACHING ASSISTANT
They help me and keep me safe.

PASTORAL TEAM
They listen and help me feel good.

FIRST AIDER
They help if I feel hurt or unwell.

REMEMBER: YOU MATTER!

- BE KIND
- TALK ABOUT YOUR FEELINGS
- ASK FOR HELP

