



HEALTH AND SAFETY POLICY

INDEX

Section I: Policy

1. Rationale & Principles
 - a. Rationale
 - b. Principles
2. Measures
 - a. Fire & emergency evacuation
 - b. Provision for accidents and medical emergencies
 - c. Health and safety inspections
 - d. Training
 - e. Visitors
 - f. Hirers

Section II: Guidelines & Procedures

1. Guidelines
 - a. Responsibilities of All Staff towards Pupils and others in their care
 - b. Responsibilities of all Employees and Volunteer Helpers
 - c. Responsibilities of Pupils
 2. Procedures
 - a. First aid, Medical Emergency and Accident Procedure
 - b. Absence of School Nurse at School
 - c. Procedure for Effective and Prompt Communication
 - d. Communication among the staff
 - e. Communication with external agencies
 3. Recording of Incidents
-



Designated Health and Safety Officer (HSO): Barbara Jona

Section I: Policy

1. RATIONALE AND PRINCIPLES

a. Rationale

The health and safety of the school community in general and the students in particular is a priority.

b. Principles

- In the busy, social environment of a school it is required that everyone contribute to ensure the health and safety of the entire school community.
- Prevention and preparation are essential to reducing the risk of accidents and emergencies as well as minimising harm or damage when they do occur.
- The school bears the responsibility of creating a safe and healthy environment throughout the school and producing safe working procedures for staff and pupils.
- It is equally the responsibility of the school to ensure that all members of the school community and visitors receive appropriate training and information to be able to avoid hazards and contribute positively to their own health and safety.

2. MEASURES

a. Fire & emergency evacuation

The ability to evacuate the school quickly and in an orderly manner depends on good planning and regular practice.



The following preparations for evacuation must be in place:

- An evacuation plan that allows for the evacuation of school buildings to a safe meeting point within a safe timeframe.
 - **Safe Meeting Point: Bimbo street**
- Fire escape routes and exits as well as emergency procedures that are prominently displayed and clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.

The following responsibilities must be clearly assigned to members of the school's personnel to be carried out in the event of a school evacuation:

Evacuation – HSO Barbara Jona

- Evacuating pupils
- Facilitating evacuation by ensuring exits are clear and accessible throughout evacuation
- Checking visually all classrooms evacuated
- Checking visually all floors evacuated (including toilets & storage rooms)
 - Ground floor: Orsolya Kapitany
 - Main floor: Mariela Matinez
 - 1st floor: Eszter Dhimes
- Ensuring all classrooms and floors have been checked

Accounting for everyone – Communications Officer Barbara Jona

- Taking class and staff registers to the secure gathering point
- Distributing registers accordingly to facilitate a quick headcount
- Checking all pupils present at secure gathering point
- Checking all staff present at secure gathering point
- Checking all visitors present at secure gathering point



Resolving the emergency – HSO Barbara Jona

- Ensuring security personnel are aware and are reacting to the alarm
- Locating the point of alarm
- In case of a fire, if possible, attempting to put out the fire with appropriate equipment.
- Ensuring access to the school for emergency services is clear

At the sound of an alarm, it is the responsibility of every member of staff to guide pupils and visitors towards the emergency exits in a quick and orderly manner, making sure that no one is left behind. Inspection of the fire prevention equipment will be conducted by the Health & Safety Officer (HSO) on a regular basis. This includes the regular visual inspection of fire extinguishers and of the fire alarm system. The School will hold an evacuation drill at least once a term. If the drill is not completed within the allocated timeframe for the school, it will be repeated within a timeframe agreed by the Owners and Principal. The results of drills will be recorded in a log - book.

Compliance with building and fire codes

School buildings must comply with building and fire codes. As legal codes may be modified over time, the school will carry out a review every 5 years to evaluate the school's level of compliance. In the event that building codes have been improved, the school will endeavour to bring the school premises up to the higher standard even if officially exempt.

b. Provision for accidents and medical emergencies

First aid provision

The school must have sufficient first-aid trained personnel such that at least one first aider is present on site each day. Employed nurses or first aiders should be properly qualified and able to communicate confidently in both English and Hungarian. The nurse or first aider should be the first point of contact in case of an accident or medical issue. Additionally, appropriate staff members must be required to regularly complete basic



First Aid courses arranged by the school, at least every two years. All incidents of a medical emergency, whether major or minor in degree, will be recorded in a log.

Medical resources

First aid resources are available at the School Reception area and Medical Room. Additional first aid boxes must also be kept in the Kitchen.

The Communications Officer is responsible for checking and ordering of resources in order to maintain stock of necessary materials throughout the school. A resource check should take place every half term.

Illness

Pupils and members of staff who have contracted the flu or a severe cold must not come into the school to minimise the risk of contagion. The person should return to school only once symptoms are largely gone.

Medication

Medication can only be prescribed and administered by a trained and authorized professional. School nurses require a prescription from a doctor with the doctor's signature and stamp in order to administer any medication to a child. If this cannot be provided, a family representative known to the school will need to give authorization for any medicine to be given to the student. General staff may not administer medication.

Adverse weather conditions

During the periods of unusually hot or cold weather, we will monitor the temperature and if necessary restrict students' physical and sports activities.



c. Health and safety inspections

Designated Health & Safety Officer (HSO): Barbara Jona The HSO will inspect the premises once per term. The HSO will also inspect any health and safety issue brought to his or her attention by another member of staff or pupil. The HSO will make a record and recommend any necessary action arising from inspection to the Owners, who will then be responsible to ensure appropriate action is taken. On inspection, any furniture, fitting or piece of equipment found to pose an unreasonable health & safety risk, will be removed and/or replaced. Any defect in the state of repair of the building deemed unsafe will be logged and any such interim arrangements as are reasonable to limit the risk entailed, will be made.

d. Training

Every new member of staff must receive training on the school's Health & Safety Policy on arrival to the school. All nominated staff should receive first aid training at least every two years. It is encouraged that all pupils at the school should receive first aid training once they reach an appropriate age. All pupils and staff should be drilled regularly on evacuating the building. The school will make pupils (and where appropriate, the parents) aware of their responsibilities in promoting and maintaining health & safety at the school through direct instruction, notices and the school handbook.

e. Visitors

Regular visitors and other users of the premises (e.g. contractors, delivery men, Enrichment instructors and visiting teachers) are expected, as far as reasonably possible, to observe the safety rules of the school. The Owners will directly or indirectly monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable.

Regular visitors who have responsibility for the welfare of pupils while on site will be provided with a copy of this policy so that they fully understand the procedures in the case of an emergency. A copy of this policy will be available in the reception area of all sites for reference.

f. Hirers



Every effort should be made to minimise construction work and repairs in school buildings during school time. Should work take place during school time or term time, every precaution must be taken to ensure work is isolated from staff and pupils. Measures and precautions must be taken to ensure the means of access are safe for the use of hirers, and that all equipment made available to and used by the hirers is safe. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.

Hirers should be briefed about fire escape routes, fire alarms and firefighting equipment. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by hirers and their staff.

Section II: Guidelines & Procedures

1. GUIDELINES

a. Responsibilities of All Staff towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils
- Be aware of and implement safe working practices and to set a good example personally
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required



- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used
- Consult the Health and Safety Officer if in doubt regarding the exercise of the above responsibilities.

NOTE: When any member of staff considers that corrective action is necessary, however that action lies outside the scope of their authority, they should refer the problem to the Owners.

b. Responsibilities of all Employees and Volunteer Helpers

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- Cooperate with the Principal and others in meeting statutory requirements
- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and when in doubt, they must seek immediate clarification from the Health and Safety Officer or Owners.
- Ensure that tools and equipment are in good condition and report any defects to the Health and Safety Officer or Owners.
- Use any protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that classrooms, workspaces, and shared areas are kept tidy and clutter free
- Ensure that any accidents and potential hazards are reported to the Health and Safety Officer or Owners.



- Be mindful that new employees may be less informed about health and safety at the school and less familiar with the environment in spite of any training received and therefore take special care when working with a new employee.
- Bring any possible deficiencies detected in health and safety arrangements to the attention of the Health and Safety Officer or Owners.

c. Responsibilities of Pupils

- Exercise personal responsibility for their own safety and the safety of their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, or any items considered dangerous, such as knives and scissors)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with anything provided for the purposes of safety and security

2. PROCEDURES

The designated first aider is Barbara Jona

First Aiders receive regular emergency First Aid Training which is updated annually.

a. First Aid, Medical Emergency and Accident Procedure

The majority of incidents that take place are minor (level 1) and can be treated easily by the school nurse or first aider on site. However, it is important that all staff remain vigilant when considering the students' health and ensure that prompt and appropriate action is taken in all cases. The following guidelines must be followed and are recommended for schools with nurses:



Level 1: Minor Injury or illness requiring on-site treatment

Level 1 incidents are normally treated on site. The supervising adult may send the child independently or with a partner/ adult depending on the student's age

Examples:

- Child feeling unwell (e.g. stomach ache) but no obvious signs of a high temperature or serious discomfort
- Isolated case of vomiting
- Minor scrapes, bruises, graze or superficial cuts

Level 2: Incidents or accidents requiring offsite treatment

Level 2 incidents are likely to require offsite treatment. An adult must accompany the child to the nurse until the child is released. The Communications Officer will contact the parents who will either give permission for the child to be treated at school, or will collect their child.

Examples:

- Repeated vomiting
- A high temperature (+38 C)
- Bump to the head
- Potential sprains or fractures
- Deep cuts possibly requiring stitches or anti-tetanus

Level 3: Emergencies

These are very serious incidents that may be life threatening and require immediate specialist treatment. An adult must stay with the child and nurse until the child is stable, handed over to an external medical professional and/or taken to the appropriate clinic. In case parents are unable to travel with emergency services, an English/Hungarian speaking member of the school staff must travel with the child.



The order of communication in a Level 3 incident must be:

First call: To an ambulance/emergency service for immediate treatment

Second call: To parents to inform them of the incident

Third call: To senior member of academic staff on site

Examples:

- Child is unconscious
- Signs of shock (pale, shaking, severe sweating)
- Severe cut or fracture

b. Absence of School Nurse at School

For a level 1 incident, Designated First Aider should assess if parents need to be called. A temperature can be taken to inform decisions (in First Aid box). Should parents need to be called to collect a child, the Communications Officer will assist them. Unless there is a particular reason a child should be isolated, they can remain in their classroom until being collected.

For level 2 and 3 incidents, the Communications Officer should be informed immediately. The Front Desk will then follow the procedures:

- 1) Call Rozsakert Medical Center if registered
- 2) Call Emergency services if required
- 3) Call parents for consultation/confirmation of action

A qualified first aider (list to be displayed in medical room) should be called to the incident as soon as possible to assist keeping the child stable until the arrival of the School Doctor or emergency services, who will then take charge and follow the procedures outlined above. A list of first aiders should be compiled and kept at each front desk.



c. Procedure for Effective and Prompt Communication

Effective and prompt communication is essential in matters of Health and Safety. In order to achieve this objective it is important that all staff follow these guidelines:

d. Communication among staff

- The School Nurse/School Doctor's contact numbers are available to all staff.
- All emergency numbers are displayed clearly on the wall of the medical room.

e. Communication with external agencies

The phone numbers of all external emergency services are available at the following locations:

- Front Desk
- Medical Room

3. RECORDING OF INCIDENTS

All level 2 and level 3 incidents should be recorded in the general log-book by the Communications Officer. This will require input from the supervising member of staff to ensure that information is recorded accurately. This should be completed as soon as possible following the incident and sent to the Principal. (This process should also be completed in the case of an adult injury)

The Communications Officer is responsible for maintaining a log of all incidents. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- Any further action and follow-up on the injured person



The name and signature(s) of the person(s) dealing with the incident should always appear at the bottom of the record. A copy of this record will be kept in the incident file as well as on our servers for future reference. The main contents of the reports may be shared with parents upon request.

The student incident statement is kept on file.

FIRE EVACUATION POLICY AND PROCEDURE

In case of fire within the school, the responsibility of all faculty and staff is as follows:

- Activate the fire alarm
- Evacuate the entire school
- Ensure that all pupils and visitors are safely escorted outside of the school premises

All members of faculty and staff must be aware of the nearest exit of the school building in case of fire; all teachers must know the nearest exit for their own class and out of their classroom.

Upon hearing the fire alarm, the following procedures will be put into action:

Faculty members and support staff will immediately escort all pupils to the nearest fire exit

No one will be permitted to take any personal belongings

All children will be evacuated to the closest gathering point: location 1 – Bimbo street

The evacuation process must be carried out in an orderly manner and in silence

The school Principal will monitor the evacuation of the premises

The school Principal will immediately notify the designated Fire Department

No one will be allowed to re-enter the building until permitted by the Fire Department.

LOCK-DOWN AND EMERGENCY PROCEDURES

In case of Intruder Alert, the Building Lock-Down procedure will be set in motion:



The drill will begin with the following announcement over the loud speaker:
'ATTENTION, ATTENTION! THIS IS BUILDING LOCK-DOWN, PLEASE SECURE YOUR AREA'

Steps to be taken on hearing the Lock-Down announcement by each faculty and staff member:

1. Check all the children are inside the classroom
2. Check the hallway for any pupil out of classroom
3. Wait 30 seconds before locking the classroom door from the inside
4. Leave the key in the door lock horizontally
5. Stay away from windows
6. Gather the students on the floor to be out of sight
7. Stay absolutely silent and do not react to anything you might hear outside
8. Any pupils or faculty in corridors or halls at the time of announcement must immediately enter into the nearest room
9. Wait for the 'All Clear' message over the loud speaker. The alert must be called off by a recognizable voice, i.e. the school principal or owner, who will identify him/herself
10. In the event of a Lock-Down drill, everyone must remain in position until the 'All Clear' announcement (the drill lasts for a total of 10 minutes)

Budapest 2019,

Date to be reviewed: June 2020 or as required