



Health and Safety Policy



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Director



The European School recognizes and accepts the responsibility of delivering teams in accordance with the best practice in health and safety and, the Director/Administrative Manager has the responsibility of ensuring, as far as reasonably practicable, the health, safety and welfare at work of all employees. The European School aims to promote actively, health and safety in the school. It is also recognized that incidents, accidents, transmissible diseases, and occupational ill health result from a variety of circumstances and are not necessarily the fault of an individual.

This commitment is extended to all people who may be affected by the education team's activities, including students, team users, contractors and members of the public. The achievement of high standards of health and safety will be at the fore front of the team's policy, strategy, planning and activity.

It is recognized that high standards of health and safety can only be achieved with the active participation of all employees. Everyone is encouraged to co-operate in developing and delivering safe systems of work. All employees at the European School are accountable for the management of health and safety within their area of responsibility and this will be reflected in the annual performance management scheme. This Policy will be reviewed in the light of organizational changes, changes in working practices, but at least annually. Failure to comply with this health and safety policy and any guidance notes may result in disciplinary action being taken.

Health and Safety policy

- Staff training in risk assessment and health and safety
- Arrangements for consulting with employees
- Safety in the workplace for teachers, other members of staff, students and visitors
- Fire safety to include alarm testing and procedures for evacuation
- Supporting medical needs and first aid
- Procedures and policy for off-site trips to include school-led adventure activities and residential visits
- The recording and reporting of accidents to staff, students and visitors to include incidents reportable under the Reporting of Injuries, Policy, procedures and contact details for dealing with health and safety emergencies
- Occupational health services and managing work-related stress
- Hazardous substance control and management of asbestos
- The selection and management of contractors

Management Responsibility

Role of the Board

The Board is responsible for formulating the security, health and safety and monitoring of its implementation.

The Health and Safety Manager

The Health and Safety Manager is the person ultimately responsible for health and safety management within the education team. In order to ensure that the team's health and safety policy is implemented, the Health and Safety Manager will:

- Incorporate health and safety considerations into the department's team plans, including targets for improving health and safety performance.
- Set a positive example to staff by actions.
- Promote good health and safety practice in the school and to ensure that Principals of Schools meet their responsibilities.
- Hold individuals at all levels within the team accountable for their health and safety performance.
- Ensure that adequate arrangements are made to consult with employees.
- Ensure that all staff receives adequate instruction and supervision to enable them to effectively carry out their responsibilities.
- Ensure that suitable resources are provided to implement health and safety measures within their department.
- Seek guidance from relevant competent staff or external consultants to ensure compliance with health and safety standards.
- Ensure that any contractors are adequately vetted, selected and monitored as regards their health and safety performance.
- Ensure all Principals and Managers are suitably trained.
- Provide health and safety guidance to Principals of the school emphasizing the need for staff to be adequately trained in their health and safety responsibilities.
- Ensure that Principals and other managers are informed of the relevant changes in the legislation.
- Audit annually the effectiveness of health and safety arrangements in the school.

Director/Administrative Manager of the School

Director/Administrative Manager are responsible for the implementation of the health and safety policy and action plans into operational practice in their own areas of responsibility. They consult appropriately with all employees on Health and Safety matters. They will:

- Ensure that there are adequate arrangements in place to implement the ISP policy.
- Ensure that all members of staff are held accountable for their health and safety performance.
- Ensure their management team takes full account of health safety and welfare issues when planning developing or introducing new working methods, systems, equipment or premises.
- Set a positive example to their staff by their actions.
- Appoint a sufficient number of risk assessors and ensure that they are trained to carry out risk assessments.
- Ensure that risk assessments are undertaken within their area, records are kept and an action plan produced in order to monitor and review the progress of the measures necessary to eliminate or control the risk.
- Ensure that all staff receive adequate information, instruction and training to enable them to undertake their responsibilities. (See the First Aid and Fire Safety Policies).
- Ensure that health and safety issues are adequately addressed in specifications prepared or contracts let and that operational aspects of contracts are adequately monitored.
- Ensure that there is an effective system for communication within their area of responsibility for health and safety issues.
- Seek advice from competent advisers on health and safety matters, if necessary, and act appropriately on the advice received.

Director/Administrative Manager of School are responsible for the overall management of schools, including health and safety responsibilities towards staff, students and visitors and control of the school premises. Director/Administrative Manager of School and the Health and Safety Manager must work together to establish their health and safety objectives using legal requirements as a minimum standard. The school has a legal obligation to provide:

- A safe environment for students, staff, and visitors;
- Safe plant, equipment and systems;
- Safe arrangements for the transport, storage and use of articles and substances;

- Adequate information, instruction, training and supervision;
- All necessary safety and protective equipment.

Employees' responsibilities

Health and safety is the responsibility of all employees, the support and involvement of all staff is needed if high standards of health and safety are to be achieved. Every employee should:

- Report hazards or potential hazards to line management.
- Act responsibly so as not to put themselves or others at risk.
- Work in accordance with any safety training provided and follow established safe working practices.
- Co-operate with management to enable them to carry out any health and safety responsibilities.
- Assist in any risk assessment or safety inspection process.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Disclose details of any medical condition or medication that makes them unfit for or specifically at risk from any particular work activity.
- Immediately report any situation which represents a serious and imminent danger to health and safety to the manager in control of the process / area.

For staff who have responsibility for the control of a building, in addition to their other health and safety responsibilities, they must:

- Ensure risk assessments are carried out and subsequent actions are taken in respect of those areas of the building they are responsible for.
- Co-ordinate inspections of those areas of the building they are responsible for to ensure that the building and equipment are safe and properly maintained and that access and egress is safe with no obstructions.
- Ensure that any statutory checks of equipment / plant in those areas of the building they are responsible for are undertaken as necessary.
- Maintain an up to date statutory documents file containing records of statutory tests and inspections.
- Ensure that those areas of the building they are responsible for are suitable for access by all as required by people with disability.
- Ensure suitable security measures are in place and operating.
- Ensure there are emergency procedures in place and that they are practiced as necessary.
- Ensure a fire risk assessment is carried out.

- Ensure that fire extinguishers and fire warning system, if fitted, are properly maintained and tested.
- Co-ordinate the first aid arrangements within the building

Monitoring of Performance Standards

Standards and procedures are reviewed and monitored by the Board of The School. Where required, advice is published in the form of guidance notes and information for employees.

Reporting health and safety issues

The responsibility for resolving operational health and safety issues lies with the normal line management chain, with its established lines of communication and accountability.

Any employee who believes that a health and safety hazard exists with their particular work or workplace, should inform their immediate Health and Safety Manager who is responsible for resolving the issue, where possible. In the event that the matter cannot be resolved at this level, it should be referred to Director or Administrative Manager. Issues still remaining unresolved should be referred to the Board of the School.

Incident / Accident reporting and investigation

All incidents and accidents at work must be reported using the incident / accident forms. An incident includes verbal abuse, threatening behavior, physical violence and fire incidents as well as accidents. An investigation must be carried out into any incident.

Visitor Access Control

The School is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- a) Members of staff - unless suspended for health or disciplinary reasons and / or in the presence of a transmissible diseases due to the regulations established by the European School;
- b) Registered students - unless excluded for disciplinary reasons and / or in the presence of a transmissible diseases due to the regulations established by the European School;
- c) Parents or legal representatives responsible for a student at the School - unless prevented for legal reasons and / or in case of transmissible diseases, entry into the school territory is restricted due to the regulations established by the European School;
- d) Others - supervisors, suppliers, contractors and persons entitled to be on the school territory after working hours, unless restricted from entering the school territory in the presence of a transmissible diseases due to the regulations established by the European School.

In order to prevent the spread of transmissible diseases, each visitor to the school territory is

obliged to obey the rules / regulations / policies established by the European School during the entire period of entry / movement / stay on the school territory and to obey the instructions of the school's security service.

The School's Security operates access control system and therefore:

Considers everyone who is not a member of staff or student as an intruder until they have passed through the visitor reception procedure.

Identifies legitimate visitors and monitors:

- a) Their arrival and reason for their visit by requiring them to sign in and complete the safeguarding documentation
- b) Movement around the School and Departure time
- c) All visitors will be given an ID badge, which they will wear as long as they are on site and carry the safeguarding documentation with them.
- e) If necessary, the visitors are required to complete a special form established by the European School to prevent the spread of transmissible diseases.

Visitors:

- All visitors, including contractors, should come to the main office entrance, report to the School Security officer, sign in the visitors' book and wear a visitor's badge.
- All parents to make an appointment to meet with a member of staff. To follow the same procedure as above.
- Security personnel must ensure that the persons trying to gain entry to the School should enter via the front gates.

Offences Not Involving Assault

- The School may decide that incidents in or around the School, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.
- Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds, or the police will be contacted.

An incident that involves physical force

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in school activities):

- The School may restrain the assailant with reasonable force to protect the victim.

- In all but minor cases the School will refer to the police any assaults which appear to involve bodily harm.
- The School will also report to the police incidents which take place in a public place off School premises, but in circumstances where the School has responsibility for any of those involved whether they be members of staff or students.
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- The School will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

- When it is reasonable to believe that a student is carrying an offensive weapon it may be appropriate for a Security Guards to search the student if the student agrees to co-operate. In such an event, there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.
- When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Director, followed if necessary by referral to the police.
- Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Reporting and Recording Incidents

The School will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent.

- Trespassing by unauthorized individuals
- Aggressive behavior by persons other than students around the School building
- Matters reported by students
- Any other incidents giving cause for concern
- Administration will retain the completed forms in an Incident Register.
- The Health and Safety manager will check the Incident Register regularly to see if any patterns are developing and to consider the need for consequent action.

Personal Property

- Students are discouraged from bringing valuable items to school and in the event that they do so the School accepts no liability. If this is unavoidable on some occasion, then special arrangements should be made in advance with the teacher regarding temporary safe keeping.

- Staff are responsible for their personal property.
- Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Contractors

All contractors are expected to report their arrival and departure to the office staff before commencing work. If they are working in an unsafe manner they are requested to stop work.

Access Control Systems

Access Control Systems help us to protect the school entrances by preventing unauthorized persons from entering the school buildings. It is maintained via various elements of Access Control Systems, such as: turnstile, swipe cards, video monitoring of access points.

- Visitor management systems employed at the school also help deter unwanted persons from entering the school.
- Security cameras monitor areas within the school. Exterior cameras can monitor all building perimeters, fences, gates and parking lots.
- Security staffs can quickly identify suspicious activity by employing information, received from camera systems.
- Security staffs set patrol posts at the school' lookout points and inside the building to maintain the protection level.
- One security guard keeps a watch on all the corners of the schools through central camera while sitting in his place at the entry point.
- The entry and exit points are secured 24/7.
- After closing, the School perimeter is patrolled every 2 hours.
- School is equipped with Multi-Biometric reader with finger vein and fingerprint authentication
- Access control systems must be checked daily.

Fire Safety

- All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.
- All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.
- All employees will be kept informed of any relevant changes to fire safety procedures or fire risk assessments.

- All staff, students and other visitors including contractors must know what action to take in the event of fire.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes.
- All escape routes shall be clearly signed and kept free from obstructions at all times.
- Escape routes shall be checked weekly by the Health and Safety Manager.
- Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Health and Safety Manager.
- Alarms are checked every 6 months by a suitable contractor.
- The fire detection and warning system is checked every 6 months by a suitable contractor and monthly by the Health and Safety Manager.

Evacuation Procedure

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Staff and Students are to be silent as they leave the building
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

Fire detection and warning system involves:

1. Emergency lighting
2. Firefighting facilities
3. Emergency routes and exits
4. Fire safety signs and notices
5. Effective planning, organization, control, monitoring and review of protective and preventative measures
6. Fire safety systems and maintenance

7. Fire warden and staff training
8. Emergency Evacuation Plan

See also section in “Fire Safety Management and Fire Emergency Plan” and “ Emergency & Evacuation Procedures For Teachers and Students “ for a more detailed description.

Earthquake Safety

Earthquakes happen with no warning; therefore, life-protecting actions must be taken at the first indication of ground shaking. Even in the most severe earthquakes, buildings rarely collapse completely. Injury and even death are most often caused by the shattering and falling of non-structural elements, such as window glass, ceiling plaster, lighting fixtures, chimneys, roof tiles, and signs.

- Regular earthquake evacuation drills should occur separately from, but with the same frequency, as fire drills.
- Drills should regularly simulate emergencies such as jammed doors, and blocked hallways and stairways.
- Simulation exercises should occur outdoors as well as inside the school.
- After an earthquake, building evacuation should occur as soon as possible, due to the possibility of aftershocks, building collapse, fires, and explosions.
- Copies of the standard drill procedures should be given to each teacher to implement in the classroom.

In other areas of the school, at the first sign of an earthquake, occupants should:

- move away from windows, shelves and heavy objects that may fall
- take cover under a table or desk, in a corner or doorway
- in halls, stairways and other areas where no cover is available, move to an interior wall; kneel with back to wall; place head close to knees; clasp hands behind neck; and cover side of head with arms;
- in the library, move away from where books and bookshelves may fall and take cover
- stay inside -- usually the most dangerous place is just outside where building debris may fall; exit only after shaking has stopped in science laboratories, extinguish all burners, if possible, before taking cover; stay away from hazardous chemicals that may spill in other areas, such as

- gymnasiums, auditoriums, music rooms the district or school committee should prepare appropriate guidelines based on the above.
- The policies and rules that parents should follow must be clearly stated at parent meetings and in letters to parents.

See also “Emergency & Evacuation Procedures for Teachers and Students “

Lockdown

Lockdown Check List:

- Teachers should remain calm and reassure students that the emergency is under control
- Lunchroom supervisors and hall monitors should follow these procedures in the cafeteria if the lockdown occurs during the lunch hour
- Keep everyone facing away from the glass and doors where possible
- Pull shades or drapes and turn off lights if appropriate. This will depend on the nature of the crisis. Ensure that you can communicate visually with police if necessary.
- Do not release students or staff for restrooms or lockers
- Do not use radio, TV, or cell phones in classrooms
- Everyone should lie on the floor if gunshots are heard.
- Call the school office with vital information
- Non-teaching staff will shelter in secure offices or locations
- Prepare students for staying in a “lockdown” mode for an extensive period of time

Full Lockdown Internal Danger in the School

In a Level 3 Threat, the danger is present inside the school.

- All Outdoor activity suspended
- Windows covered
- Lights Out
- Students quiet
- No movement
- DO NOT ANSWER DOOR FOR ANYONE

Action Sequence (Designate Person):

- Ring the school bell (Three sets of three rings)

- Call 112 – identify the type of lockdown and the entrance that should be used to gain access to the building

Action Sequence (Staff/Students):

- Students and staff inside the building in transition between rooms are to go to the closest room, close the door and lock if possible
- Staff inside a room are to quickly check the hallway for students or staff before locking the door
- Students and staff are to lie/SIT on the floor away from the doors and windows
- Ground floor curtains should be closed
- Take attendance in each room. Note those who are absent. Only contact the office if a student/teacher is seriously hurt
- Students and staff in their rooms are to remain on the floor until a uniformed police officer escorts them out of the building
- Students and staff outside of the building are to quickly move as far away from the building as possible, assembling at the school's emergency evacuation locations (lower parking lot & down the road)
- Remain there until further instructions are provided by police or a member of the school administration.

Full Lockdown / External Danger on site

In a Level 2 lockdown (full lockdown external), the threat is proximate to but not inside the building.

- The Designate Person will make an announcement that will state "Initiate full lockdown external procedures- Danger on site".
- All outdoor activity suspended
- Classroom doors & windows locked
- Windows covered
- Business as usual in room
- No hallway movement

Action Sequence (Staff/Students):

- Students and staff inside the building are to go to the closest supervised room, close the door and lock if possible
- Students and staff inside a portable are to close the door and lock if possible
- Students and Staff should stay away from the door and windows
- All ground floor curtains should be closed and classroom lights turned off
- Students and staff outside of the building are to quickly move as far away from the building as possible, assembling at the school's emergency evacuation location. Remain there until further instructions are provided

Partial Lockdown / Danger in the School Neighborhood

Level 1/ Heightened Risk Procedures:

- All outdoor activity suspended
- Exterior doors locked
- Business as usual inside

Heightened Risk is defined as an incident that is brought to the attention of the principal or designate, such as a police investigation in the area, person/s in a vehicle approaching students near the school or a chemical spill in the neighborhood, that may require actions that are prudent but less than the actions required in the "**Full Lockdown Procedures**".

Action Sequence:

- Ensure that all students and staff outside the building quickly enter the building
- Post Lockdown Signs on Exterior doors
- Call 112 if necessary. Identify the type of lockdown
- Await directions for lifting the lockdown

See also "Emergency & Evacuation Procedures for Teachers and Students" for a more detailed description.

Electrical Safety

- The Health and Safety Manager will ensure that all electrical installations, systems and appliances are safe for use and free from mechanical and electrical defect when in use.
- The Security Manager will ensure that the statutory checks of the electrical system are carried out, in accordance with local requirements by a competent person, and that a record of this test is kept.
- Users of electrical equipment should carry out a visual inspection of the equipment before being used.
- Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager.
- Portable appliance testing: Administrative Manager is responsible for maintaining an inventory of portable electrical equipment used in their area of control and for keeping this inventory up to date when new equipment is procured.

Hardware security

- It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Logistics Manager, with a note saying Fault Do Not Use.
- All staff are responsible for the security of buildings and property.
- At the end of the School day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- Risk assessments are in place and are reviewed by the Safety, Security and Risk Manager annually.
- Property of the School is marked clearly.
- All expensive, portable equipment to be marked as belonging to the School.
- All rooms containing equipment that may pose a risk to be kept locked - caretaker's room, I.T., science cupboard and rooms containing cleaning equipment.
- Staff to be responsible for returning equipment to the secure area.

Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- Equipment declared unsafe to use is immediately withdrawn from service.
- High risk equipment such as those found in technology rooms, science labs and sports hall/gymnasias are inspected annually under competent person.
- When new equipment is purchased, it is checked to ensure that it meets appropriate installation and educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Control of Substances Hazardous to Health Regulations

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as Leptospirosis or Legionnaires disease.
- All hazardous products will be kept in their original containers, with clear labelling and product information.
- Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances.
- Teaching staff should note that the use of chemicals in science should be checked with the science coordinator.
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors are advised that if they discover material

- which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site. The results of the inspection are recorded on the school's health and safety system.

Hygiene and Sanitation

The school takes hygiene and sanitation measures to maintain a healthy environment, protect children's well-being and guarantee effective learning.

The European School has formulated The European School Sanitation and Hygiene Regulations based on standards established by relevant state agencies.

Technical and Cleaning Services:

- Ensure that classrooms and other educational facilities are regularly cleaned;
- Regularly ensure that restrooms are hygienically and technically appropriate for staff members and students;
- Ensure that the solid waste is collected in classrooms, kitchens, administrative and other facilities and taken out of the school premises.

The school:

- Ensures that the drinking water is meeting all health-based standards established by Ministry of Labor, Health and Social Affairs of Georgia.
- Provides enough water supply for drinking, washing, flushing toilets, cleaning, etc.;
- Ensures that cleaning and disinfection procedures are followed monthly;
- Ensures that those areas, where the waste is stored, as well as storages and basements, are treated with insect and rodent repellents periodically (disinsection, deratization);
- Ensures that disinfectants are not toxic to human health;
- Ensures that the water is delivered to the kitchens by a central water supply system, and water quality is monitored and assessed in accordance with established technical regulations and procedures;
- The school's physical education program promotes healthy lifestyle and helps students develop hygiene skills.

Food and Kitchen Hygiene

School Responsibilities

- Food preparation areas conform to environmental health and food safety regulations.
- Staff responsible for preparing and handling food in school are aware of, and comply with regulations relating to food safety and hygiene.
- A school meal is a key component of a healthy environment. Therefore, it must comply with food safety standards;
- It is prohibited to bring homemade food into the school premises unless it's for a charity campaign, planned and authorized by the school (or unless a parent/legal representative has prepared it for his/her child only) and/or it may be permissible by the school if additional regulations established by the European School considers it to prevent the spread of transmissible diseases.

The Kitchen Manager:

- Must ensure that products are stored at proper temperatures;
- Ensures that the water and meal ingredients are safe to use for cooking;
- Ensures that cooking and storage are done properly to minimize the risk of illnesses;
- The use of disinfectants is recorded. Disinfectants are stored in specifically designated cabinets;
- A responsible person monitors the kitchen staff hygiene and their personal health.

See also “ Sanitation and Hygiene Rules at the European School”

The European School Sanitation and Hygiene Regulations explains how the European School handles sanitation issues and hygiene routines and serves as a guidebook to ensure a safe school environment. However, in order to prevent the spread of transmissible diseases, additional rules may be established by the school as needed, in accordance with the regulations established by the European School.

First Aid

- School has fully equipped medical office on site for first aid services.
- Only staff holding a valid first aid certificate and the school medical doctor are permitted to administer first aid.

- All qualified first aid staff have access to first aid boxes.
- There are an adequate number of trained first aiders and that there are clear arrangements in place to contact them in the event of first aid being needed.
- In addition to the provision of general medical services, the school doctor, together with the teachers, guides a physical education program, promotes events for raising awareness about healthy lifestyle, stimulates correct eating habits among students and monitors the appropriate sanitary- hygienic practices which includes taking prophylactic measures.
- In the case of chronic illness in students, after discussion with parents, a medical care plan is drawn up in conjunction with the school's medical doctor.
- Children who go home with a medical complaint or as a result of an accident are recorded in a book in the medical office.

See also section in "Medical Policy" for a more detailed description. The European School has developed additional rules that are used to prevent the spread of transmissible diseases and serve to define an action plan for a specific situation.

Employees' duties

- Employees are required by law to have regard to their own health and safety and that of others affected by their work. They must cooperate with the employer on health and safety matters, perform their duties in accordance with training and instructions and inform their employer of any situation in work that represents an immediate serious danger so that appropriate action can be taken.
- Teachers and other staff in schools, when in charge of pupils, have an additional, common law duty to act as any prudent parent would.

Notifying parents

- The homeroom Teacher and the school medical Doctor will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Accidents

- If there is an emergency, an ambulance will be called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff.
- In a non-emergency situation, staff may transport a student.

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years.

Infection prevention and control

The school follows the national guidance published by Public Health England (PHE) when responding to infection control issues. All staff and students are encouraged to follow this good hygiene practice, outlined below, where applicable.

Outside School

Students must not play in areas marked as out of bounds - by the school gates and by the school sheds.

Parental Consent for off-site activities

- Most off-site activities organized by a school do not require parental written consent [the exception is students of nursery age] as they take place in school hours and are part of the child's normal school education.
- Parents should be aware however of their child's whereabouts all of the time and of any additional safety measures that may need to be taken.

Monitoring of strategies

- Informally through verbal reports from staff and visitors.
- Formally meetings, and full Board meetings.
- All staff to take shared responsibility to ensure the Health and Safety Policy is implemented.

In addition, General regulations established by the European School for the prevention of New Coronavirus Infection (SARS-CoV-2) during the study process, which is developed in accordance with Order №01-227 / O of the Minister of Refugees, Labor, Health and Social Affairs of the Occupied Territories of Georgia is attached to the present document and is integral part of it.