



## Health and Safety Policy

### Policy statement

Each BIS Health and Safety Policy section is a statement of our commitment to the health and safety of our students and staff as our penultimate goal and includes the most important details of that commitment.

### Aims

The ultimate goal of all health and safety policies is PREVENTION. In addition, our school aims to provide basic first aid or emergency lifesaving aid to all members of staff, students and visitors to the school; and to ensure that procedures are in place and regularly monitored to maintain a safe working environment for all personnel and students.

### Communication

Without strong and effective communications between parents, students, and staff at all times, Health and Safety policies are ineffective. It is particularly important that communications are clear before an emergency occurs. A firm commitment to action through a strong communications policy between all parties is the cornerstone of our Health and Safety policy and procedures.

### Responsibilities

#### Board of Directors

The Board of Directors have corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the students attending the school and for other people who are users of the school.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

#### Head of School

The Head of School has primary responsibility for Health and Safety matters within the establishment. In their absence, SMT will assume this responsibility.

The School Business Manager has delegated responsibility for managing the arrangements for health and safety in the school and for liaising with the appropriate staff and providing information on health and safety matters.

#### Health and Safety committee

- Setting up arrangements to cover all health and safety legal requirements
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Board of Directors and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time



- Resolving health and safety problems
- Noting all the guidance produced by appropriate guiding bodies (e.g. COBIS) in line with legislation, and bringing any issues to the attention of relevant staff
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access.
- Reviewing all risk assessments
- Carrying out Safety walk throughs in all four buildings

## Health and Safety Governor

The nominated Governor responsible for health and safety should, in conjunction with Health and safety committee ensure that BIS specific policies related to Health and Safety are developed and agreed by the Governing Body. It should be reviewed on an annual basis.

Policies that need to be reviewed and approved are:

- BIS Health and safety policy
- BIS First aid policy
- BIS Administration of medicine policy
- BIS Off site activities policy
- BIS Risk assessment policy
- BIS Emergency evacuation procedure handbook
- BIS Fire drill procedure

Nominated Health and Safety Governor will need to monitor Health and Safety performance to ensure that the system developed is being successful and that any objectives/targets set are being met.

Active monitoring, (i.e. before things go wrong), involves regular inspection and checking to ensure that objectives/targets are being implemented and that risks are being controlled. This means meeting with the Health and Safety committee once a term to discuss:

- That hazards have been identified in relation to the premises, work activities, curriculum activities and relating to specific roles/persons
- That risk assessments have been completed for the premises, activities and specific roles/persons
- That a risk register has been developed and that any actions required as a result of risk assessments have been undertaken
- That emergency procedures are developed and the outcomes of testing such procedures are reviewed
- That the outcomes of incident investigations have been reviewed and any remedial action recommended implemented
- That any statistics are reviewed to identify any particular trends
- That the outcomes of any inspections undertaken are reviewed and the necessary remedial action has been taken

In addition, nominated Health and Safety Governor needs to:

- Attend appropriate training (and INSET days on invitation)
- Report to the to the full Governing Body
- Keep up to date with current legislation relating to health and safety matters received in school or other publications.



## All employees

- Taking care of the health and safety of themselves and their colleagues and of any student under their charge
- Keeping up to date with current safety procedure
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Not misusing any equipment provided for their safety.

## Senior management team (SMT)

- The safety of their staff and students within their work area by ensuring staff receive necessary training and supervision
- Making arrangements for cover of staff with key safety responsibilities
- Monitoring health and safety practice in science throughout the school.

## Classroom teachers

- The safety of all students under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions.

## Technicians

- The safety of the preparation rooms, workshops and all other areas in which they work.

## Security Measures

The BIS Directors, Senior Management team, Teachers and non-teaching staff, are committed to maintaining a safe, secure and healthy environment for all staff, students and visitors. We aim for all of our school buildings to be safe and putting into place measures to ensure the safety of all who visit any of our school buildings. Each BIS building has a security guard placed at the front and the entrance is monitored between 7.30 am to 4.30 pm.

## Visitors

All visitors must report to the security guard on site where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to follow the safety rules of the School.

Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Security guard.

## School Facilities

The school grounds, classrooms and facilities will be maintained taking every reasonable effort in the areas of accident prevention, injury protection and the promotion of the health, safety, hygiene and welfare of all employees, students and visitors. A safe number of teachers should be on duty to ensure the well-being of each student. Appropriate levels of supervision will be maintained in playgrounds. Two staff members for each of the two Primary school buildings (plus one on call) and two for each break in each of the Senior school buildings.



## Playground Equipment

Playground equipment and its use is supervised during all breaks during the school day. If the equipment is used during lesson time supervision is again maintained. A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

## Slips Trips and Falls

The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

## Snow and Ice

A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions. If it becomes impossible to keep these routes clear the Head of School is informed immediately and this information contributes to any decision to close the school.

## Food Technology (Primary)

Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place. Staff must be satisfied that the tasks undertaken are appropriate for the students concerned. Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of the hot oven.

## Recruitment Policy

BIS recognises that Risk Management for student protection begins with the recruiting, screening and selection of the right people to work in our school. BIS will have consistent procedures in place for all staff (including volunteers) and suppliers/contractors to follow, with adequate management and supervision to ensure they comply with these procedures.

## Staff training

BIS is committed to conducting regular training of all staff to include emergency drills, chain of communication, and health emergency procedures.

In addition, it is intended that health and safety induction training is provided to every new employee and every assistance is given to perform their duties in a safe manner. In particular, they are provided with access to a copy of this statement of local arrangements, and the opportunity to read it.

## Working at Height

Teaching and other staff who assist in putting up displays in school will be given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays
- Not climb on furniture to put up displays

## Fire Safety and Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Head of the Evacuation
- Evacuation times and any issues which arise are reported to the Directors



- Fire extinguishers are checked annually by our school security guard.

## Fire and emergency arrangements

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

Security guards are responsible for a formal check of the premises fire equipment on a regular (termly) basis. This will include fire doors, fire signage and alarm systems and they will assess their suitability and any repairs or improvements required.

As part of an annual health and safety check, the governing body will also show due regard to fire safety.

## Firefighting and precautions

All firefighting equipment and appropriate equipment is annually inspected by a state fire regulator. It is the responsibility of the Head of School to ensure that firefighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

## Fire alarms

The fire alarms should be tested regularly and recorded in the fire alarm logbook by the security guard. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

## Emergency drills

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers.

Suitable arrangements must be in place for evacuating those with disablement or with special educational needs. A report on the effectiveness of each drill is sent to the whole school and training conducted should contain procedures that need to be improved upon.

## Notifying the Emergency Services

Any staff in case of emergency has the responsibility to call emergency services:

Police: 192  
Fire fighters: 193  
Ambulance: 194

## Alcohol and Smoking

Smoking or the consumption of alcohol by students during school hours is not permitted. Smoking or the consumption of alcohol among students on school visits or trips is not permitted. Breaching either of these two offences will incur action being taken under the school's behaviour policy. Help will always be provided to those students who want advice. There can be no smoking anywhere on the school site, by students or staff, in accordance with Serbian regulations of education.

## Medication Policy

Basic first-aid procedures are administered at the school. Students are not permitted to keep medications on their person, in their bags or in classrooms (with the exception of Asthma Inhalers and



antihistamines). Medications for chronic diseases required during school hours will be stored with the class teacher (Primary) or in the office (Secondary) and parents/guardians of students requiring medication at school must complete a “Request for school to give medication form”. Prescribed medications only may be taken at school and must be administered by a member of staff.

Students with asthma should carry asthma treatment with them on all school activities. Parents/caregivers are responsible for making decisions for their children’s health and well-being, however they have also a responsibility to other school community members when considering whether to vaccinate or not to vaccinate their child and must seek medical attention when their child shows signs and it is confirmed that their child is carrying an infectious disease.

## Provision of first aid

Major illness and injuries can occur in students and staff during the school day. Emergency health care will be administered by or in consultation with the first aiders. The BIS is committed to training staff members in the field of CPR to ensure there are highly trained individuals across each school at all times who can administer emergency care. Parent Notification and stabilising the student or staff member and transporting him/her to the appropriate medical facility will occur as quickly as possible.

The qualified first aiders will wear an identification badge with a red frame in order to be easily identified and spotted.



Qualified first aiders in the school are:

### Primary staff

Aleksandar Pejic  
Alexander William Bourdillon  
Asja Radojlovic  
Jeanin Maricic  
Jelena Maric  
Ljubica Stankovic  
Maja Vracarevic  
Radmila Zoric Bojic  
Rebecca Macconnell  
Sanja Zirojevic  
Vera Vukajlovic

### Secondary staff

Ana Mihaljevic  
Jelena Perisic  
Marija Vukovic  
Milena Djurovic



Milica Bjelovuk Sajic  
Natasa Stojicevic  
Natasa Secerov  
Nenad Milosevic  
Nikola Stevanovic  
Tanja Gocmanac

## **Security staff**

Aleksandar Cvetkovic Uzicka (Foundation and KS1)  
Gordana Vujic Iliciceva (KS2)  
Vojislav Kovacevic Palackova (KS3)  
Sinisa Borovic Neznanog Junaka (KS4 and KS5)

## **Administration staff**

Maja Tuvedzic

Please note that all staff have a responsibility to assist in emergencies. The school ensures that a designated first aid officer is available on site at all times. First Aid boxes are located in the following area:

Uzicka

First aid box: Medical area and PE balloon

Portable: Security

Iliciceva

First aid box: Security and Staff room

Portable: Staff room

Palackova

First aid box: Security desk (Key in the keys box next to the first aid box) and Science cabinet/ Lab (Key on the shelf next to the box)

Portable: Designated medical area

Neznanog Junaka

First aid box: Secretary desk (Key is on the shelf next to the box, Science cabinet (key is on the shelf underneath the box) and School office (key on the shelf beside)

Portable: Security desk and Designated medical area / PE office

The designated persons responsible for checking and maintaining the contents of the first aid boxes is Mrs. Asja Radojlovic for the Primary school and Ms Maja Tuvedzic for the Secondary school.

If medical/hospital treatment is considered necessary, the Director of Education/Head of School must be informed and an ambulance called. The emergency number is 194. Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorise an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or student to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.



Parents or guardians should also be contacted at the first opportunity. A member of staff should accompany students being transferred to hospital in the absence of the parent/guardian.

## Reporting an Accident

All accidents are recorded in the schools' accident book. Accidents requiring a student to be sent home and, or medical intervention are recorded on a form. Parents are informed of all head injuries via a written note/email and telephone call. All head injuries will be monitored in school at regular intervals for the remainder of the school day.

In the event of a student becoming distressed following an accident, or requiring more attention than it is possible to provide, they can, at the discretion of the Director of Education/Head of School, be sent home. The Director of Education and Head of School **must** be informed of any student, or staff member who is sent home, or moved to hospital.

Accidents must be reported on the accident book placed in each First aid box. The Head of School should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed with copies retained for at least three years. Accident procedures are made known to personnel through the staff handbook and during the school induction procedure. In the event of an accident, the member of staff on duty will summon a first aider, complete initial documentation and return to their normal duties.

## Emotional and Physical Wellbeing

BIS School prioritises the emotional and physical health and wellbeing of our students. With the consent of the parent(s) of a student, British international School may request an outside professional to assess a student regarding intellectual, emotional and physical development and wellbeing or ask our School Psychologist to observe a student and create a report.

## Anti-Bullying

Bullying is not acceptable within school. The staff will take all necessary steps to both react to any cases, as well as there being in place proactive measures to alleviate such activities. Students who have been bullying will be subject to the discipline policy (as outlined in school's behaviour policy). Students are also actively encouraged to discuss with their class/form teacher any activities that they are unhappy with, and should the class/form teacher have cause for concern they will raise this in an appropriate manner.

Part of the educational programme that the students follow also has a section within the Personal, Social and Health Education (PSHE) units that reinforce that bullying is not acceptable.

## Risk Management Parents

Parents are expected to conduct themselves in a way that reduces the risk of health and safety problems occurring while in a BIS school building and to be forthcoming and consistent with information about their child's circumstances.

Parents are required to inform office and security immediately of any changes to the family's contact details including home address, home telephone number, e-mail address, and parents' hand-phone numbers.



## Risk Management Students

Students are expected to conduct themselves in a way that reduces the risk of health and safety problems occurring. Students are required to advise a teacher whom they trust or the school office of any known health and safety issues. It is the responsibility of every student in the school's community to alert a trusted teacher to any possible security risks or health issues.

## Out of Hours use of the School Building

The organiser/leader must make adequate provision for dealing with accidents and medical emergencies. The organiser must familiarise themselves with the position of First Aid boxes. All accidents must be recorded in the school's accident book. Group organisers must report any accident to the school office at the earliest opportunity. Serious accidents should be reported on the same day to a member of staff who is on call for emergencies. The full details of accidents/medical emergencies requiring the removal of a person to hospital must be reported in the Accident book. Any students staying after school hours who are not taking part in official after school activities must be directly supervised by their parents. Parents are responsible for reporting and arranging treatment for any accidents. The school holds no responsibility for students who are left at the site after school hours in an unsupervised capacity.

Staff on call:

Primary: Head of Primary or nominated alternative

Secondary: Director of Education

## Off site Visits

When students and staff are working away from the school premises, we will endeavour to have a designated first aider with the party. A portable first aid kit must accompany the school party at all times. All students recorded as having a medical condition that requires treatment during the school day must have their treatment brought with them by the responsible adult. Details of emergency first aid arrangements should be included in the visit risk assessment and recorded on the educational visits risk assessment form.

## School Trips

For all school trips, both local and overseas, the trip leader undertakes a risk assessment prior to departure; this risk assessment (including remote assessment) is submitted to the senior management team and the school directors' office for consideration, modification and final agreement. A trip letter together with a permission form will be sent home to parents at the start of each school year via a letter and before a visit, and no student will be allowed on the trip unless a signed permission form has been returned to school. A portable first aid kit must accompany the school party at all times. All students recorded as having a medical condition that requires treatment during the school day must have their treatment brought with them by the responsible adult. Overseas trips will involve a more detailed planning and communication process involving parents, students and participating staff.

## Vehicles and Transport

Staff and parents are asked to drive or advise their drivers of the importance of driving cautiously in the surrounding BIS areas. Security staff will maintain orderly conduct of drivers while on BIS grounds.



**BRITISH INTERNATIONAL SCHOOL**

---

## **Policy Review**

This policy is reviewed annually.

Reviewed July 2021