

Policy:

Health and Safety

1. Introduction

This Health and Safety Policy aims to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school and to ensure that control measures have been put in place for all identified risks.

This policy will identify and outline the responsibilities of the whole school community, ensure compliance with all relevant legislation connected to this policy and work with other international schools and the local authority to share good practice in order to improve this policy.

At Thames British School Warsaw, we c | a | r | e

Our Principles:

We care:

- that every one of our students reaches their full potential, academically, socially and emotionally;
- that every student is safe and feels safe at school, and this means we are all responsible all of the time;
- that communication and our choice of language is inclusive and respectful;
- about our behaviour and what it may communicate to others. We conduct ourselves in an ethical manner and with integrity at all times;
- about our communities culture, behave in a manner that fosters our values and insist that all members of our community do the same; and
- about learning first and foremost. Teachers are considered facilitators of learning and models for our community and its culture.

Our values:

c	Collaborative & Compassionate	We work together when needed to get the job done. We value the work of others, are compassionate, and recognise that success is mutually beneficial
a	Authentic	We are real, genuine and honest. We are true to ourselves and our community and represent our-selves as such with integrity
r	Responsible & Resilient	We have an obligation to reach our potential and fight to do so. We are accountable for our actions and utterances, and demonstrate respect for others needs and our environment. We don't give up.
e	Enlightened	We act on evidence, are factually well-informed, tolerant of alternative opinions, and guided by rational thought.

2. Statement of Intent

We all have a responsibility to ensure equality permeates all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth. We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Thames British School is committed to ensuring the Health and Safety of everyone involved in the school. We aim, as far as reasonably practicable to:

- Provide safe access to and from the school.
- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- Provide and maintain safe school buildings and safe equipment for use in school. This includes all aspects of the school environment.
- Develop safety awareness, by appropriate training if necessary, amongst staff, students and others who work at or volunteer at school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

- Investigate accidents and take steps to prevent further recurrences.
- Inform and communicate with employees on matters pertaining to health and safety.

3. Scope

This policy applies to all staff, pupils, third party providers and visitors to the Thames British School and any official school trips or activities conducted off-campus.

4. Process and practice

4.1 Health & Safety

- Any employee who believes that a health and safety hazard exists must inform the Head of School or their Deputy in their absence;
- All accidents and incidents at work must be reported to the Head of School or their Deputy in their absence who is responsible for ensuring action is taken to resolve the issue.
- All accidents at work are reported further to the Executive Head of School and the Occupational Safety inspector.
- The Head of School must ensure a safety inspection has been carried out before the start of the academic year.
- Regular health and safety inspections must be carried out. Any deficiencies to be reported to the Executive Head of Schools and the Head of Logistics and Maintenance.

4.2 Electrical Safety

- Regular inspections and maintenance of all electrical equipment is carried out to ensure it is safe and compliant with safety standards.
- The use of faulty or damaged electrical devices in all school premises is prohibited.
- Electrical work or repairs are carried out only by qualified personnel.
- Electrical switches, fuse boxes, and high-voltage areas are clearly labelled to ensure visibility and awareness.

4.3 Environmental Safety for Young Learners

- Access to hazardous areas (e.g., heat distribution room, laboratories, maintenance rooms) is restricted for students and unauthorised personnel.
- Classroom furniture and fixtures are age-appropriate, stable, and free of sharp edges or loose parts.

- Chemicals, cleaning products, and other hazardous materials are stored in locked rooms or cabinets, away from student access.
- Potential tripping or slipping hazards, such as loose cables are regularly prevented; floors in corridors are washed during lesson time when students are in the classrooms.
- Adequate supervision during outdoor and indoor activities is provided to minimise environmental risks.
- Emergency pathways and exits are clearly marked and remain unobstructed at all times.
- Risk assessments of the school premises are carried out to identify and mitigate potential hazards.
- Appropriate safety measures are implemented, such as installing guardrails on staircases, anti-slip strips on stairs, and soft flooring in play areas.
- Play equipment must be age-appropriate and regularly inspected for wear and tear.
- Staff is trained in first aid and emergency response procedures to address potential safety incidents effectively.

4.4 Security

- For security purposes, morning registration is conducted for all students and staff members.
- Włochy, Mokotów High and Ochota Campuses have a security team that is on duty during school hours. At Mokotów High Campus, security is on duty 24 hours a day, 365 days a year. Access to the premises in other campuses is only granted after contacting the reception staff who ensure controlled and authorised entry.
- To ensure the safety and security, campuses are equipped with secure fencing and gates.
- All staff are signed into the school and provided with identification badges and expected to wear them at all times.
- Visitors to the campus, including parents or carers, will receive adequate badges and will be expected to wear them.
- All staff are expected to challenge any adult who is not wearing a badge.

4.5 Fire & Evacuation

- Fire evacuation plans are displayed around the school.
- Fire exits must have appropriate signage.
- Fire drills are to be practiced minimum twice a year, or as is necessary.
- Fire extinguishers are serviced annually and checked in accordance with local procedures.
- Fire safety guidelines have been developed for each campus.
- Fire extinguishers, first aid kits and fire blankets are placed where required.

4.6 Lockdown

- Thames British School aims to ensure that all students, staff, contractors, and visitors remain safe on the campus.
- One measure that is available in extreme circumstances is to implement 'lockdown' procedures.
- A separate Lockdown procedure will be developed and implemented.

4.7 Medical Procedures

- Thames British School employs full-time nurses for each campus.
- For pupils with medical conditions, the nurses maintain individual files containing their medical documentation to ensure proper care and support.
- All teachers are first aid trained and the school is committed to ensuring all new teachers receive first aid training during the orientation programme before the start of the academic year.
- Thames British School has clear guidance as to the storage and issuing of medicines. Please refer to Administering Medicine Policy.
- There are first aid kits distributed and maintained appropriately around the school.

4.8 Hygiene and Sanitation

- Age-appropriate sinks and hand washing stations with soap and sanitiser are installed at school.
- High-touch surfaces, toys, and equipment are regularly cleaned and disinfected.
- Hygiene practices are promoted among students, such as hand washing before meals and after outdoor play.

4.9 School Trips and Visits

A separate School Trips and Visits Policy can be found at The Thames Hub.

4.10 Safeguarding

A separate Safeguarding and Child Protection Policy can be found at The Thames Hub.

5. Special learning environments

This section outlines the health and safety protocols specific to science laboratories, IT rooms, sports halls, and environments for young learners. These facilities pose unique risks due to the nature of their activities, equipment, and

environments. The school is committed to implementing and monitoring comprehensive safety measures to protect students, staff, and visitors.

5.1. Science Laboratories

6.1.1 Potential Risks:

- Exposure to hazardous chemicals, biological specimens, or equipment.
- Risk of fire, spills, and physical injuries (e.g., cuts, burns).

5.1.2 Safety Measures:

1. Equipment and Chemical Safety:

- Ensure all equipment is regularly inspected and maintained.
- Store chemicals securely in compliance with storing regulations.
- Provide clear labelling for chemicals.

2. Protective Equipment:

- Provide lab coats, safety goggles, gloves, and other necessary protective gear.
- Ensure fire extinguishers, eyewash stations, and safety blankets and showers are accessible.

3. Training and Supervision:

- Train staff and students in safe laboratory practices and emergency response.
- Supervise all experiments and practical sessions.

4. Emergency Procedures:

- Display clear evacuation routes and emergency contact numbers.
- Conduct regular drills for fire and the Chemical Spill Response Plan (Appendix).

5.1.3 Monitoring:

- Perform regular audits of lab safety procedures and equipment functionality.
- Document incidents and review safety protocols as needed.

5.2. IT Rooms

5.2.1 Potential Risks:

- Electrical hazards and equipment malfunction.
- Ergonomic issues, eye strain, and repetitive stress injuries.

5.2.2 Safety Measures:

1. **Electrical Safety:**

- Ensure regular electrical checks are conducted.
- Avoid overloading sockets and ensure proper cable management to prevent tripping.

2. **Ergonomic Design:**

- Equip workstations with adjustable chairs, desks, and monitor stands.
- Promote regular breaks to prevent eye strain and encourage stretching exercises.

3. **Supervised Use:**

- Monitor students' use of IT equipment to prevent misuse.
- Control access to hazardous areas like server rooms.

4. **Cybersecurity and Data Protection:**

- Implement measures to safeguard students' personal data in line with GDPR requirements and ensure safe internet use by providing as safe as possible digital environment.

Monitoring:

- Conduct routine inspections of electrical systems and workstation setups.
- Evaluate and update cybersecurity protocols regularly.

5.3 Sports Halls

5.3.1 Potential Risks:

- Physical injuries (e.g., sprains, fractures) during activities.
- Hazards from faulty equipment or unsafe surfaces.

5.3.2 Safety Measures:

1. **Equipment Safety:**

- Regularly inspect and maintain sports equipment.
- Ensure appropriate storage and secure heavy items.

2. **Facility Maintenance:**

- Keep floors, mats, and other surfaces clean and free of obstructions.
- Address wear and tear promptly to prevent accidents.

3. **Training and Supervision:**

- Ensure PE teachers, coaches and instructors are trained in first aid and emergency response.
- Provide proper instruction and supervision during activities.

4. **Medical Readiness:**

- Keep first aid kits fully stocked and accessible.
- Maintain a record of students with medical conditions (e.g., asthma, allergies).

Monitoring:

- Perform regular checks of sports equipment and facilities.
- Log all injuries and near-misses, analyzing them to improve safety practices.

5.4 Environments for young learners

- Classrooms and play areas are clean, well-lit, and properly ventilated.
- All classrooms are furnished with age-appropriate furniture and equipment that is stable and free of sharp edges.
- Finger protection devices are installed on doors.
- Soft flooring or impact-absorbing surfaces are installed in play areas to minimise injury risk.
- Heavy furniture and shelves are anchored to walls to prevent tipping.
- Non-toxic and child-safe materials for toys, art supplies, and learning aids are used.
- Play zones for young learners are separated from older students' zones.

5.5 Implementation and Oversight

5.5.1 Roles and Responsibilities:

- **Head of School:** Oversees implementation, conducts audits, and addresses safety concerns.
- **Staff:** Ensure adherence to protocols, supervise activities, and report hazards.
- **Students and Visitors:** Follow safety instructions and report unsafe conditions.

5.5.2 Documentation and Review:

- Maintain detailed records of inspections, incidents, and training sessions.
- Review safety policies annually or after significant incidents.

6. Responsibilities

6.1 Executive Head of Schools

- Ensures that all staff take their responsibility under this policy.
- Ensures that Heads of Schools create and maintain safety for all students, personnel and visitors.

6.2 Senior Leaders

- The Head of School is responsible for the overall safety at the campus and the actions or inactions of the staff in their campus.
- Ensure that all school personnel and everyone connected with the school is aware of this policy.
- The maintenance of effective health and safety procedures across Thames British School.
- Proactively and effectively dealing with health, safety and security issues as they arise.
- Carrying out health and safety audits around the school.
- Organising regular evacuation and lockdown drills.
- Ensure the campus is safe and that all the local requirements are met and executed as needed to ensure the health and safety of all on campus.
- Reviewing and assessing relevant school policies and procedures.

6.3 School Nurses

- Caring for students with chronic diseases and disabilities based on the recommendations given by the student's doctor.
- Providing first aid in the case of sudden illnesses, injuries, and poisoning.
- Collecting information regarding students' health and development.
- Recording, monitoring and updating students' medical records.
- Conducting and interpreting screening tests which include age-specific assessments to evaluate vision, hearing, blood pressure, anthropometric measurements (weight and height), and posture assessment to detect potential abnormalities.
- Offering advice to students with health problems.
- Administering first aid in cases of accidents, sudden illness, injuries, or poisoning.
- Advising the school principal on the facility's sanitary conditions, student safety, and meal organization.
- Participating in the planning, implementation, and evaluation of health education within the school.
- Providing care for students with chronic illnesses and disabilities.
- Maintaining medical documentation for students with chronic diseases.
- Ensuring that teachers are informed of those students with medical issues.

- Monitoring, reporting and coordinating a response to any outbreak of communicable diseases, (for example, Head Lice, Chickenpox, COVID);
- Ensuring the school's first aid kits are adequately equipped.

6.4 School Personnel

- Reading and complying with the school's health and safety arrangements.
- Taking reasonable care of their own and others' health and safety.
- Reporting issues that are hazardous to the SLT.
- Following the accident and incident reporting procedures.
- When needed, Heads of Science Department, PE and IT participate in specific space audits : science and IT labs, sports halls and fields.

6.5 Parents/Carers

- Are responsible for ensuring that all contact details and medical records pertaining to their children are communicated to the school and that these are updated regularly.
- Must inform the school nurse(s) of any medication that their child is taking, any potential side-effects of these medications and of any allergies or reactions, particularly those that might require medical intervention. The school must be made aware of any self-administered medical devices carried by children, such as blood glucose meters or EpiPens for allergic reactions.
- Are asked to check their child's hair regularly for lice. If found, they should inform the school and have prompt treatment at home. If a teacher suspects a child may have lice s/he should notify the school nurse.
- Should avoid sending their children into school if s/he is feeling unwell and has an elevated temperature (37.5 degrees centigrade or above). As a guideline, students are not recommended to return to school until 48 hours after all symptoms have disappeared and they have completely recovered;
- Are asked to inform the school as soon as possible via e-mail or telephone call explaining the reason for any absence;
- Must inform the School Office of any changes in their home number, office number and mobile number. Contact Numbers - parents abroad: If the parents are not in Poland, they are required to provide the school with a formal notification designating a legal guardian for their child, and leave contact information (email and phone number) of the person, in case of emergency. If a teacher suspects both parents are not in Poland but they have not been notified they should inform a member of SLT.

7. Related Policies

- Administering Medicines
- Diabetes
- Allergies

Appendix

Chemical Spill Response Plan for School Science Lab

This response plan provides clear, step-by-step guidance for handling chemical spills in the school science laboratory to ensure the safety of students, staff, and the environment.

1. Immediate Response

a. Assess the Situation

- Determine the type of chemical spilled.
- Evaluate the spill size and potential hazards (e.g., toxic fumes, flammability, corrosivity).

b. Alert Others

- Notify the teacher or lab supervisor immediately.
- Alert all individuals in the area and evacuate if the spill poses a significant hazard (e.g., toxic fumes, fire risk).

c. Secure the Area

- Restrict access to the affected area to prevent further exposure or contamination.
- Ensure students and untrained staff move to a safe distance.

2. Personal Protection

- Wear appropriate personal protective equipment (PPE) before approaching the spill:
 - Gloves (chemical-resistant).
 - Safety goggles or face shield.
 - Lab coat or apron.
 - Respiratory protection if required (refer to MSDS).

3. Spill Containment and Cleanup

a. For Small Spills (Non-Hazardous Substances)

1. Contain the spill using absorbent materials (e.g., spill pads, paper towels).
2. Neutralise the spill if applicable (e.g., vinegar for bases, baking soda for acids).

3. Clean the area thoroughly with water and detergent, if chemically appropriate and safe.
4. Dispose of waste in designated chemical waste containers.

b. For Larger or Hazardous Spills

1. Evacuate the lab and notify the Head of School.
2. Shut down any nearby equipment or sources of ignition (if safe to do so).
3. Ventilate the area by opening windows or using fume hoods.
4. Contain the spill (e.g., use absorbents such as spill pads or absorbent granules to soak up liquid chemicals).
5. Neutralise hazardous substances if safe and appropriate:
For acids: Sodium bicarbonate (baking soda).
For bases: Vinegar or citric acid.
6. Contact emergency services if the spill is beyond the school's capacity to manage.

4. Post-Incident Actions

a. Medical Attention

- Administer first aid if exposure occurs (e.g., rinse skin or eyes with water for 15 minutes).
- Call for medical assistance if symptoms persist.

b. Reporting

- Document the incident, including:
 - Date, time, and location of the spill.
 - Type and quantity of the chemical spilled.
 - Actions taken and outcomes.
- Report the incident to the Head of School.

c. Restocking and Maintenance

- Replenish used materials, e.g. absorbents and Personal Protection Equipment (PPE).
- Inspect the area and equipment for any residual hazards or damage.

5. Training and Preparedness

- Conduct regular training for staff and students on spill response protocols.
- Ensure spill kits and PPE are accessible and well-stocked at all times.
- Display emergency contact numbers and response procedures in the lab.