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British School  
of Bucharest

# HEALTH AND SAFETY POLICY

Reviewed & Approved by

Senior Leadership Team

Last reviewed on

October 2018

Next review due by

October 2019

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## INTRODUCTION

BSB is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school seriously and use this policy, in line with our risk assessment documents.

## AIMS AND OBJECTIVES

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up-to-date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities should be planned by staff with consideration for the safety of themselves, their colleagues, students and members of the public.

The importance of good health and safety practice is promoted throughout the school and includes:

- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and students are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency

We aim:

- To provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- To ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.
- To ensure that all lessons are reviewed for health and safety concerns and potential hazards are identified, pointed out to the pupils and all care and attention is given to avoid accidents.
- For staff and pupils should use common sense at all times to take responsibility for their own safety and that of others.
- To ensure that any previously unidentified hazard should be immediately reported to the Headmaster's Office and Director of Facilities.
- That staff should work together to ensure that safe work practices and procedures are applied within the schools
- To ensure that regular safety inspections occur for the maintenance of a safe and healthy environment is maintained.
- Accident books and consultation with the nurse from the HoS should be used to help identify possible dangers and any patterns of accidents or injuries that might require action.
- A system exists to report, record and investigate accidents rigorously.
- Safety training is conducted as needed.
- All staff are aware of procedures for a medical emergency.
- Arrangements are in place for a speedy and safe evacuation in case of a fire or other emergency and firefighting equipment is available and maintained. Records of all drills are maintained, and procedures accordingly reviewed
- All staff carry whistles & torches.
- Medical emergency instruction posters are displayed in key areas around the site.



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## PUPILS

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, students take the responsibility for:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately

## ANIMALS

The school does not allow for any animals to be brought on site. The only exception to this are guide dogs or if prior permission is obtained from the Headmaster. Fish tanks in school are maintained by a specialist company. During farm visits, staff ensure all children wash their hands thoroughly and any allergies are considered.

## ACCIDENTS

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to the nurse or most senior member of staff. A first-aider should make an assessment of the injury as soon as possible. On the school site this will be the school nurse, in almost all instances.

If an ambulance is required, it will be ordered by the school office or nurse in almost all instances. Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a student.

The school has an accident book. The member of staff supervising at the time of the incident should make a report. What happened, actions taken, injuries, and first aid administered should be recorded. First aid is covered in the Medical Policy.

All ongoing medical treatment for a student at school is covered by school insurance.

## BUILDING AND SITE MAINTENANCE

The Facilities Manager is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work e.g. wet floor signs. Any necessary Personal Protective equipment will be provided. Due to the nature of our buildings, windows above ground level are locked and access to balconies restricted.

The school has a separate extreme weather procedure.

## CAR PARK

- The school provides parking for teachers and staff
- The car park is situated 500 metres from the school
- The road crossing by school is managed by school staff in high-visibility jackets at the beginning and end of the school day
- Facility staff are responsible for maintaining the car park
- The car park should be locked out of school hours



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## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CoSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the chemistry room and in the nurse's office.
- Ensuring that hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- Clear labelling of all chemical bottles
- Clear record of chemicals ordered, who they are ordered from
- Safe disposing of chemicals
- Appropriate PPE for use when handling hazardous substances
- Strict 'off-limits' policy for students. Students will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

For more information on the control of these substances please see the supporting science department health and safety document (CLEAPSS).

## EARTHQUAKE

The school has a separate Earthquake policy.

## EMERGENCY COMMUNICATION

There are a number of mechanisms in place to ensure that parents, staff, and students can be made aware of an emergency situation and remain informed. The school will text message parents plus post information on the website to keep them informed of any situation and also to ask for early collection if necessary as detailed in the School Emergency Closure Policy. It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.

## FIRE

The school has a separate fire policy.

## FOOD HYGIENE

The school catering department has regular checks from SANEPID and a deep cleaning schedule. The kitchen is inspected and complies with all local regulations.

Teaching staff using DT kitchen follow food hygiene and kitchen safety guidelines.

## LOCKDOWN

The school has a separate Lockdown Policy

If the school receives a bomb threat, we will evacuate as per the fire drill procedure and account for everyone. The relevant local authorities will be contacted.



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## MANUAL HANDLING

Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

The school expects employees:

- To safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- To follow safe systems of work as determined by the result of the risk assessments
- To use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- To ensure that they use equipment as per manufacturer's instructions
- To attend training sessions as required and apply the knowledge/skills to daily tasks
- To report all accidents and incidents which have either caused or could have caused harm or injury
- To report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- To ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- To mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists

## PLAYGROUND EQUIPMENT

Each holiday the maintenance department under the supervision of the Head of Facilities check screws, chains and ropes on the equipment to ensure safety. Each summer a further check is also made on the wood quality with sections painted or replaced as necessary.

## POLICY AND PROCEDURES FOR OFF-SITE VISITS

The school has a separate policy for off-site visits and trips.

## SECURITY

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school. We regularly consult with key embassy security staff to review our arrangements. The school has security guards as well as a gatekeeper. Access to the site is via a swipe card (see Access Policy). There are cameras at various points within school and the grounds.

## SMOKING

There is a smoking ban on site and relevant no smoking signs around the site.

## SUNCARE

During the summer months, we encourage that hats are worn and suncream is applied. Pupils in Primary have a water bottle and are encouraged to drink plenty of water. There are water machines across the site for secondary pupils, staff and visitors.

## SWIMMING POOL AND POND

The swimming pool and pond have separate policies.



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## VEHICLES ON SITE

The buses contracted for the school run enter the site on a morning and afternoon do not have engine running. They must wait outside of the Crawford building and travel slowly in a convoy with careful consideration for any pedestrians. Any other vehicles are not permitted enter the site unless security have permission from the Headmaster or the Facilities Manager.

## VISITORS

The School has a separate policy for visitors.

## WORKPLACE SAFETY

The school will ensure that the school environment and workplace is safe for students, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

## CLASSROOMS

- Classrooms are checked for potential hazards and teachers and TAs are fully aware of their responsibilities for maintaining a safe and healthy environment.
- The Maintenance team collaborate with teachers in identifying and fixing potential hazards.
- Fire and earthquake drills are carried out regularly (see Fire and Earthquake policies).
- Students are led by their teacher on a safety walk at the start of each school year and potential hazards are identified and how to avoid them is discussed.
- Where lessons require the use of specialist and potentially dangerous equipment, we ensure that: we follow best Health and Safety practice, such as guidelines from our membership of DATA for the use of DT tools and equipment, that risk assessments are in place and are reviewed and that machinery is inspected and maintained in accordance with recommended schedules.

## WHEN MOVING AROUND THE SCHOOL

- Behaviour is carefully monitored to ensure safe use of the stairs, entrances and exits.
- Students are supervised as per the Care and Supervision policy.
- Students are instructed on how to move safely around the school.

## BREAK TIMES

- Play equipment is monitored for upkeep in conjunction with support from staff.
- Students are monitored and taught to play safely.

## HOUSEKEEPING

- Ensuring, so far as is reasonably practicable, the health and safety provision and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are disposed of in line with safety guidance.



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- Maintaining a high standard of housekeeping.
- Reporting any problem or imminent danger as soon as is reasonably practicable.
- Liaising with Health and Safety representatives to carry out regular inspections of school premises.



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