



**British International School of Cracow**

**Health and Safety**

**June 2019**

### **School security and access to the premises**

Due to the 'Strefa' system, which was introduced into Kraków in order to restrict the number of cars driven into the center of the town, it is not possible to park on ul. Smoleńsk without a parking ticket. Tickets can be bought from the parking meters.

The outside door of the building is always locked (except the beginning and end of each day), and can only be opened by the intercom system operated by the porter or the main office. The porter (on duty from 7:30 to 16:45) is responsible for challenging anyone unknown to him who attempts to enter the school. There is a wall-mounted security camera (with recording), which can be monitored from the main office, and one of our ancillary staff is positioned on each floor as an extra safety measure.

Security of the pupils in our charge is of paramount importance.

### **Accident Reporting and Recording**

If a student or member of staff has had an accident/incident, the staff dealing with the incident must fill out the Accident Log Form (Found in the office). The families of the parties involved must be contacted Via Schoology or email. The Principal will revise the log every term.

If the Child/Staff needs medical attention (First Aid), the staff with the First Aid Training will assist with the injured party. If the medical need is great or staff is unable to assist confidently, an ambulance must be contacted at once.

### **External companies / staff providing after school activities**

All external staff will be vetted by Owners/Principal. The staff is in charge of contacting their students, keeping a record of attendance and managing any fees associated to their activities.

### **Drugs & Medications**

It is against Polish law to administer any medication. If there is an emergency and a specific medicine is needed to save a life (ex. Epi pin), the school will previously have the parents sign a disclosure that clearly states no staff member can be held liable in case of the specific medicine administer.

### **Electrical Equipment**

All electrical equipment is installed with the school handy man or specialist. Photo copy machines are the responsibility of Mr. Olaf. If it mal functions or any other problem, please do not try to resolve yourself, but report to Mr. Olaf. You can report this verbally (if time sensitive) or via email. If there is a problem with your computer sending feed to the printers, please report to Mr. Geoff. This can be done by writing in his log book kept in the school office or via mail.

If the problem is in the Kitchen, Mr Olaf will be your first point of reference.

If it concerns other electrical matters, please consult Pani Erina as she will inform the proper parties.

If there is a serious situation, please inform the principal immediately.

### **Fire Precautions & Procedures**

Fire evacuation plans are placed by main doors on every floor. Staff, students and parents should familiarize themselves with the plan. Mr. Olaf is responsible for the floor plan.

During a fire, there is a hand bell on every floor. If you suspect a fire, ring the bell as hard as you can. All teachers will escort their classes down the main stair well to the other side of the road. Hopefully at this time, the office would have been notified and an announcement will come over the sound system.

Classes on the right side of the building will follow the right side of the stairs; classes on the left side of the building will follow the left side of the stairs.

The school secretary will be waiting outside with the registers. Each class will be given their list. Teachers do a name roll call. When all students are accounted for, inform the head. If there is a missing student, inform the head. 3 fire drills will be held every year. Do not re-enter the building once evacuated.

### **First Aid**

In January 2019, all staff underwent a First Aid training course. All staff are therefore qualified to aid in any first aid for anyone in or out of school. If not confident to proceed with treatment, ask someone else or call an ambulance. There are first aid kits on every floor and special kits made for going to the garden or trips.

### **Housekeeping –**

All housekeeping is done by the auxiliary staff. Items that need storage will be stored in the basement. If floors become wet, a caution sign must be placed. Recycling is important to BISC, so there are all the proper coloured bins on each floor and teachers should be vigilant to instruct students to place rubbish in the right bins. The auxiliary staff will clear the rubbish bins 4 times a day. Bathrooms are wiped down, checked for paper (toilet paper or hand towels) and soap dispenser to be full every hour.

### **Handling & Lifting**

Any large objects need to be handled with care and you should ask for support. It is against Polish law to stand on anything higher than 60 cm to reach something. The maintenance crew is the only ones qualified to get on a ladder.

### **Jewellery**

Please make sure your children don't wear jewellery or bring valuable or dangerous toys to school. We prefer that children **do not** bring their own toys to school. The school will not accept any responsibility for toys that the children bring with them to the class.

### **School Transport**

BISC does not provide transport on a daily basis. We allow the students to use private busses when going on trips. Public trams and buses are also used.

### **Smoking & Drugs**

Smoking is illegal in Poland under the age of 18. Pupils, including those aged 18 or over, are strictly forbidden from smoking in school or in the immediate area. Immediate area means the area enclosed by the following streets: Piłsudskiego, Straszewskiego, Zwierzyniecka and Aleja Słowackiego

*Alcohol* - bringing to school or drinking alcohol in school or any school activity is strictly forbidden.

*Drugs* - strictly forbidden.

Willful damage to the building or other school property is strictly forbidden.

Verbal and physical violence towards other members of the school community are strictly forbidden.

*If these happen, pupils will be spoken to by the Principal and the parents of the students will be contacted to come in for a meeting. Suspension or expulsion will be set based on the crime. The incident will also be reflected in the pupils record. Police will be called in for all illegal activity.*

### **Staff Consultation and Communication**

Staff can express their questions through Monday staff meeting with their Department heads (SLT). The SLT meet once a week to discuss issues for the school. All feedback is given back to staff verbally from SLT. If there is a matter that staffs wish to clarify or go in depth, they may email the principal to bring it up in SLT. If principal does not offer an answer, staff may email the owners.

**Swimming Pool Operating Procedures** (where applicable) [Operating procedures to include minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators]

**Training and Development** Staff receive training every year via their respected departments. The management team consults with their teams to determine what is needed by the teams. The managers then find the appropriate source to bring to BISC and offer formal training. In the past few years the teams have undergone over 3 professional training sessions. Teachers can also ask for specific training to help develop themselves.

**Workings at Height** Staff are not allowed to use ladders, chairs or other furniture to stand on to hang items. The law requires people with a license to get upon things that are over a meter high. Anyone not following this rule is held responsible for their own actions and may need to bear the medical costs without the support of the school as the whole staff is trained on this.

**School Doctors** The school doctor comes to school once a week for consultations for students and staff. The doctor may prescribe medication or refer the families to other doctors. Families can contact the school to make an appointment with the school doctor.

**Medication/Medical Emergencies** Staff are not allowed to administer any medication. Medical Emergencies BISC is registered with a private emergency service. In the event any student has an injury or accident beyond the competence of our qualified first aid staff, an ambulance would be called. Parents are notified immediately in these circumstances. In the event of a lesser emergency (for example, falling over in the playground) the matter is dealt with in school and parents informed by phone or through the class teacher. Any student who becomes ill during the school day will be sent to the school office and the parents will be contacted. All accidents involving BISC pupils or staff during school activities, both in and off the premises, are recorded in the school's accident book.

#### **Insurance**

All our pupils and teachers are insured 24 hours a day, in or out of school, for the duration of the school year.. This covers both children and staff on the school premises and on school trips. This policy provides financial compensation for permanent injuries which have resulted in loss of health. Although the insurance provides blanket cover, we always take out extra insurance for anyone who participates in trips which involve an overnight stay. Prolonged illnesses involving hospital stays are covered by the family ZUS book which should be provided by the parent or parent's employer.

#### **Personal belongings**

We would encourage students not to bring expensive personal items to school – this includes games, personal stereos and phones. The school will take all reasonable precautions to ensure the safety of all personal possessions and students are encouraged to respect their own belongings, the belongings of others and school property. However, personal items remain the responsibility of the individual owner. The school does not accept responsibility for the loss of, or damage to, property belonging to students, parents or staff while it is on school premises or on school related activities. Equipment such as mobile telephones should not be brought out or used in class. If they are, they will be confiscated till the end of the day.

#### **Illness of a child during the day**

If a child falls ill during the school day, he/she will be taken to the main office and parents contacted and requested to collect them. Please ensure that you have provided the School's secretary with all of your current contact phone numbers.