

## Health & Safety Policy 2024-25

The Governors of the English College in Prague recognise their responsibility as an employer to provide, so far as is reasonably possible, a safe and healthy working environment for the teaching and support staff, students, parents and other people on College premises.

The College's Safety Officer is the Logistics and Building Coordinator (LBC). The LBC and Headmaster, together with other members of the Senior Leadership Team, have ultimate responsibility for:

- a) the provision and maintenance of plant and equipment;
- b) arrangements for the use, handling and storage of articles and substances;
- c) the provision of information, instruction, supervision and training, as appropriate, to enable all employees and students to recognise hazards and contribute positively to the health and safety at work of themselves and others;
- d) the maintenance of the school buildings in a safe condition;
- e) the provision of a healthy working environment;
- f) to make clear through job descriptions, published school policies and School Code exactly what is expected of all members of the school community for the observance and maintenance of the highest possible standards of health and safety throughout the school.

### The role and duties of Heads of Department, Faculty and teaching and non-teaching managers

- a) to be familiar with the Health and Safety at Work etc Act 1974 and any Czech legal requirements or codes of practice that are relevant to the work and operations of the College;
- b) to implement the School's Health and Safety policy within their areas of responsibility;
- c) to instruct staff, students and others under their jurisdiction or care in safe working practices, or to arrange professional training and instruction, as required;
- d) to conduct regular health and safety inspections in their areas, to ensure compliance with policy and to detect and report any hazards to Logistics and Building Coordinator;
- e) to ensure that all plant, machinery and equipment in their area of responsibility is properly maintained and kept in a safe and secure condition;
- f) to instruct students in the safe, proper and responsible use of said plant, machinery and equipment, for example in the Science laboratories, Gym, ICT and Art rooms;

g) to ensure that substances hazardous to health, such as chemicals in the Science laboratories or cleaning materials, are correctly stored and used only in an appropriate, safe and authorised manner; h) to ensure that appropriate disciplinary action is taken in the event of anyone acting in any way contrary to safe and healthy practices or to published rules of behaviour; i) to undertake a risk assessment for all areas or activities for which they are responsible that may involve risk or hazard, especially in Science, Physical Education, sporting activities, the Art room, Drama and on school trips.

### **The roles and duties of all members of staff, teaching and non-teaching**

a) to be familiar with and to fulfil the requirements of the College's Health and Safety policy;  
b) to be responsible for the health, safety and welfare of students under their care;  
c) to take reasonable care of their own health and safety and anyone else who may be taking part in or affected by their activities;  
d) to use all plant, machinery and equipment safely in accordance with published or given instructions;  
e) to report to the Bursar's Office any defects or hazards on the premises, plant, equipment, machinery and facilities which they observe and which may be a threat to health and safety;  
f) to be familiar with school policies, to be found in the Staff Handbook, on First Aid, evacuation of the building in the event of an emergency, the planning of a school trip and the supervision and welfare, and safeguarding of students on a school trip;  
g) to be aware of their 'duty of care' and safeguarding responsibilities for all students at the College and to be responsible for their emotional, mental and physical wellbeing;  
h) to send students who are injured or unwell immediately to the Deputy Heads' Office in both sites;  
i) as Tutors, to make students aware of the Health and Safety rules published in their Student Handbooks and in the School Code;  
j) to be aware of and to enforce the College's code of practice on computer use, especially access to the internet. This is detailed in the Device & Responsibilities Policy and School Technology documents available on the school intranet;  
k) to be on the look-out for non-authorised persons on school premises, to challenge intruders and to take appropriate action. (All visitors to the school must sign in and wear a yellow Visitor's Badge.);  
l) to be familiar with the duties required when being the Teacher on Duty during the opening hours of the College between 7.30 am and 4.30 pm as set out in the Staff Handbook;  
m) to give road safety advice to their students at the start of the school year, especially crossing the road from tram station U Elektry to the building ZŠ Elektra and to the Annex and Špitálská Gymnázium and transferring between Elektra / Annexe and visa versa;  
n) for those staff joining the College from the UK, to have obtained an International Child Protection Certificate. All colleagues working at the English College are also required to obtain a Czech Criminal Record Excerpt.

## **The role and duties of students**

Students are expected to behave in a way consistent with their own health and safety and the health and safety of others. Students should take responsibility for their own health and safety by acting responsibly and following any rules that might apply when using equipment or taking part in lessons and activities involving risk.

- a) if they see a danger or hazard, report it to a member of staff and not leave it to someone else, or they may become responsible;
- b) in the event of an emergency, obey the directions given to them and, if required to do so, evacuate the building and assemble outside in accordance with the instructions published in the Student Planner;
- c) take special care when moving to and from the Annex, cross at the crossing and make sure the highway code is followed;
- d) if they feel ill or are injured, report to the Teacher on Duty or go directly to the Deputy Heads' Office, where a qualified person will either administer first aid, telephone their parents or seek professional medical help; students must not leave the premises without parental permission, and informing the office, attendance officer, Reception or a member of staff;
- e) take extra care when using equipment which could be hazardous, for example, in the Science laboratories or Gym, and follow published rules or the instructions of teachers or other qualified people at all times;
- f) take every care and follow the highway code when crossing roads near the school, especially when going to and from lunch at Špitálská gymnázium or to the Annex;
- g) not misuse safety equipment, such as fire extinguishers, etc., which is both a serious matter and a criminal offence;
- h) move about the building in an orderly manner: never run or obstruct corridors or stairways;
- i) help to keep the College clean and tidy; remember that cleanliness and tidiness help to prevent accidents;
- j) if a teacher does not arrive within ten minutes of the start of a lesson or school activity, inform a member of the senior leadership team immediately;
- k) report any damage they cause or notice.

### **Miscellaneous:**

- a) First aid equipment is the responsibility of PA to the Deputy Head (Pastoral & Wellbeing), who will arrange for the checking and replenishing of supplies from time to time;
- b) certain members of the administrative and teaching staff will have been trained in basic First Aid;
- c) fire evacuation and other emergency practices will be held several times a year;
- d) fire escapes are checked by the Caretaker daily. Fire extinguishers are checked by a special company annually;
- e) matters of Health and Safety can be discussed at Staff, Heads of Faculty, Senior Pastoral or Senior Leadership meetings, as required;
- f) injuries to students must be recorded in the register maintained by the PA to the Deputy Head (Pastoral & Wellbeing) in the Deputy Heads' Offices. All staff can report incidents using the Health Incident form on the intranet;
- g) parents accompanying school trips will be required to obtain a Czech criminal record excerpt beforehand;
- h) risk assessments must be carried out before a major excursion or hazardous trip.