Health and Safety Policy

Cambridge School of Bucharest

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AIMS

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students, and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

LEGISLATION

This policy is informed by the Standards for British Schools Overseas (BSO) and Department for Education guidance on health and safety in schools. Romanian law is the governing legal framework for the school. UK legislation and guidance are used as British-school good-practice benchmarks where they are compatible with Romanian requirements.

- The Standards for British Schools Overseas, particularly Part 3 on welfare, health and safety of pupils, including health and safety, fire safety, first aid, supervision and risk assessment
- The ISI British Schools Overseas inspection framework and handbook, together with Department for Education health and safety guidance for schools, which are used to support implementation and inspection readiness
- Relevant UK good-practice benchmarks include the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, COSHH 2002, the Display Screen Equipment Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005, the Work at Height Regulations 2005 and the Manual Handling Operations Regulations 1992
- Romanian Law no. 319/2006 on occupational safety and health and Government Decision no. 1425/2006 approving the methodological norms for its application
- Romanian Law no. 307/2006 on fire protection, together with applicable national fire-safety requirements and instructions
- Government Decision no. 1218/2006 on protection from risks related to chemical agents at work, Government Decision no. 1146/2006 on the use of work equipment and Government Decision no. 1048/2006 on personal protective equipment
- Government Decision no. 1028/2006 on display screen equipment, Government Decision no. 1051/2006 on manual handling and Government Decision no. 355/2007 on worker health surveillance

Where Romanian law and a UK benchmark differ, Romanian law takes precedence. The school also follows any other applicable Romanian technical requirements, public-authority instructions and site-specific safety requirements.

ROLES AND RESPONSIBILITIES

The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the School Director.

The governing board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage those risks
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Joseph Khoury.

The School Director

The School Director is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected, including regular health and safety tours and walks across the campus
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed, reviewed periodically and revisited following significant changes, incidents or identified concerns, with appropriate actions followed through
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Directors absence, the Deputy Director assumes the above day-to-day health and safety responsibilities.

Health and Safety Lead

The nominated health and safety lead is Mihai Moglan.

Staff

School staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters

- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

Students and parents

Students and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety arrangements with the school before starting work. The school will consider the risks created by the work and any risks on site that may affect the contractor. Arrangements and risk assessments will be reviewed when the work, site conditions, equipment or identified risks change.

SITE SECURITY

Mihai Moglan, the Administrative Manager, is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The Administrative Manager oversees the contracts with external security providers.

The Administrative Manager is the key holder and will respond to an emergency.

FIRE

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments and procedures are reviewed regularly in line with Romanian fire-safety requirements and the school Fire and Earthquake Policy.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell, that includes an evacuation message.

The entire fire alarm system will be tested every 3 months.

New staff will be trained in fire safety, and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points.
- Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day
- The Heads of School will take a register of all staff who they are responsible for

- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

For further information, refer to the Fire and Earthquake Policy, which sets out the school's detailed fire, evacuation and earthquake arrangements.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The school controls hazardous substances in line with applicable Romanian requirements, including Government Decision no. 1218/2006. COSHH principles are also used as a familiar UK good-practice benchmark for identifying, assessing and controlling hazardous substances. These can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Staff use and store hazardous products in accordance with product instructions and the relevant safety data sheet. Hazardous products are kept in appropriate containers with clear labelling and product information, and access is controlled where necessary.

Hazardous products and associated waste are disposed of in accordance with the manufacturer's instructions, the safety data sheet and applicable Romanian requirements.
Emergency procedures, including procedures for spillages and accidental exposure, are available in or near areas where hazardous products are stored or routinely used.

Gas Safety

- Installation, maintenance, inspection and repair of gas appliances and fittings are carried out by competent contractors authorised for the relevant work under Romanian requirements
- Gas pipework, appliances, flues and associated safety systems are inspected and maintained at the required intervals
- Rooms containing gas appliances are kept adequately ventilated and any suspected gas fault or leak is reported immediately and the area made safe

Legionella

- A water risk assessment has been completed once per year by an external company, overseen by the Administrative Manager.
- This risk assessment will be reviewed yearly and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: heating of water, disinfection of showers.

Asbestos

If the school identifies any Asbestos on site, the following actions will take place:

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

EQUIPMENT

All equipment and machinery is maintained in accordance with the manufacturer's instructions and applicable Romanian work-equipment requirements. Maintenance schedules identify when additional inspections, servicing or checks are required.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Administrative Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- The school's electrical systems are checked yearly
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of apparatus will be reported to the maintenance technicians.

Display screen equipment

- Staff who habitually use display screen equipment as a significant part of their normal work will have workstation risks considered in line with Romanian requirements. The school also has regard to UK HSE and DfE display screen guidance as a good-practice benchmark, including suitable workstation setup, changes of activity or breaks where appropriate, and reporting of visual or musculoskeletal concerns.

Specialist equipment

- Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

LONE WORKING

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member should be informed.

The lone worker will ensure that they are medically fit to work alone.

WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The maintenance technicians retain ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

MANUAL HANDLING

Manual handling will be avoided where reasonably practicable. Where it cannot be avoided, the task, load and environment will be considered and measures taken to reduce the risk of injury. Staff should ask for assistance if a lift is unsafe or beyond their capability.

Suitable mechanical aids or lifting equipment will be available where needed, and staff required to undertake manual handling will receive appropriate information or training.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees, keep your back straight and hold the load close to your body. Lift smoothly and avoid twisting, stretching or reaching where practicable

OFF-SITE VISITS

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them (see appendices of Risk Assessment Policy)
- All off-site visits are appropriately staffed
- Staff will supply a contact mobile phone number, they will also take a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- For trips and visits involving children in the Early Years Foundation Stage, there will be at least one member of staff with appropriate and current first aid training, including paediatric first aid where required by the school's arrangements.
- For other trips and visits, first aid provision will be proportionate to the activity, location and identified risks. Staff will know how to contact the School Nurse and emergency services where required.

For further information, refer to the First Aid Policy and the Risk Assessment Policy.

LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

VIOLENCE AT WORK

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the School Director immediately. This applies to violence from students, visitors, or other staff.

SMOKING

Smoking is not permitted anywhere on the school premises.

INFECTION PREVENTION AND CONTROL

We follow Romanian legislation when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and Sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal Protective Equipment

- Wear disposable gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the Environment

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of Blood and Body Fluid Spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills (these are stored in the medical offices)

Soiled Clothing

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Students Vulnerable to Infection

Some medical conditions make students more vulnerable to infections that would rarely be serious in most children. Where the school is aware that a student is particularly vulnerable, the School Nurse or medical team will work with the family and follow appropriate medical and Romanian public-health advice, including advice relating to immunisation where relevant.

Exclusion Periods for Infectious Diseases

The school will follow the exclusion periods outlined in appendix 2, alongside current Romanian public-health advice where applicable.

In the event of an epidemic/pandemic, we will follow local guidance and regulations.

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified.

OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

ACCIDENT REPORTING

Accident and Medical Records

Accidents and medical incidents will be recorded as soon as possible after they occur by the member of staff, first aider or medical professional dealing with the incident. Appendix 1 provides the paper-based contingency record.

Student accidents, injuries and medical incidents are recorded in CPOMS with sufficient factual detail to show what happened, the action or treatment provided and any required follow-up.

Staff medical incidents are recorded in the relevant medical day book. Serious incidents, significant near misses or recurring safety concerns are escalated to the Administrative Manager and School Director as appropriate.

Health, safety and medical records are retained in line with the school's records-retention arrangements and applicable Romanian requirements.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

Recording and Reporting

The school records accidents, injuries, medical incidents and significant near misses through the systems described above. Where an incident meets a Romanian statutory reporting or investigation threshold, the school will follow the applicable local requirements, supported by its external health and safety provider where appropriate.

Notifying Parents

A designated staff member will inform parents of any accident or injury sustained by a student and any first aid treatment given on the same day, or as soon as reasonably practicable. The contact and any relevant follow-up should be recorded.

Serious Incidents and Safeguarding

Where an accident or medical incident raises safeguarding concerns, the Designated Safeguarding Lead will follow the school's safeguarding procedures. Relevant external agencies, including the Police or emergency services, will be contacted where required.

TRAINING

Staff receive health and safety training as part of induction and ongoing professional development. Training is delivered through The National College and, where appropriate, through Safelandia, the school's external health and safety provider. Relevant training records are retained.

Staff working in higher-risk environments or activities, including science laboratories, practical equipment, maintenance tasks or support for students with specific needs, receive additional role-appropriate training. Further instruction is provided when equipment, procedures or identified risks change.

The school arranges occupational health surveillance and medical checks where required, using competent occupational-health provision and having regard to Government Decision no. 355/2007.

MONITORING

The school carries out regular health and safety walks and tours across the campus. Risk assessments and identified control measures are also reviewed periodically and following significant changes, incidents or concerns.

Records of health and safety walks and associated actions are held by the Administrative Manager. Staff can report health and safety concerns through ParaGo so that they can be logged, allocated and followed through.

This policy is reviewed by the School Leadership Team at least annually and approved by the School Director and the appointed member of the School Governing Board.

APPENDIX 1. ACCIDENT REPORT

Paper-based / contingency record

Name of injured person		**Role/class**	
Date and time of incident		**Location of incident**	
Incident details			
Action taken			
Follow-up action required			
Name of person attending the incident			
Signature		**Date**	

Digital (CPOMS):

Student accident and medical records are entered in CPOMS. The record should contain enough factual detail to support medical follow-up, parent communication, safeguarding where relevant, and health and safety review. As a minimum, staff should record:

Field	What to record
Date, time and location	When and where the incident took place.
Incident details	A concise factual description of what happened.
Injury / medical details	Observed injury, symptoms or medical concern.
Action or treatment	First aid, medication, referral or other immediate action.
Parent / guardian contact	When and how the parent or guardian was informed, where required.
Follow-up	Any monitoring, referral, review or health and safety action required.

APPENDIX 2. RECOMMENDED ABSENCE PERIOD FOR PREVENTING THE SPREAD OF INFECTION

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.

Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza) and COVID-19	Until recovered.
Tuberculosis (TB)	Students and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Students and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	24hrs after appropriate treatment
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	Until no signs of infestation.

Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.