

## Health and Safety Policy - 2022/23

### 1. Introduction

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence.

The governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Head of School will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governing body
- Draw up health and safety procedures
- Monitor effectiveness of procedures
- Appoint a Health and Safety officer and committee, including members of the primary school, secondary school, medical office, kitchen and administration

Health and Safety committee will:

- Monitor the implementation of the Health and Safety policy
- Undertake regular inspections of the school premises to identify any potential hazards
- Liaise regularly with the site management staff over identified hazards
- Conduct fire, earthquake and lockdown drills and monitor their effectiveness

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the campus manager by email

### General Health and Safety Arrangements

The school building, maintenance and medical procedures as well as kitchen hygiene and cleaning standards are strictly monitored by Romanian authorities.

- ISB cleaning and disinfection regulations are kept by the school nurse and by the Campus Manager.
- Smoking is not permitted anywhere on the school site.
- When contractors are on site, they are expected to follow school safety procedures. The Campus Manager or Heads of Primary/Secondary will liaise with contractors as appropriate.
- A yearly check will be carried out by a member of the board, the Campus Manager and the health and safety representative to monitor the upkeep of buildings and grounds.
- The Board agrees to appropriate training for staff in relation to health and safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.
- All members of staff must pass a police clearance check and a certificate of integrity at the beginning of their employment.

### **Monitoring and Review of Health and Safety Arrangements**

- The yearly check will be used to prioritise needs and to inform planning.
- All staff will carry out monitoring on a day-to-day basis.
- The Campus Manager will monitor school grounds and premises daily.
- Monitoring by the Board will be via the Heads' Report.
- The policy will be reviewed annually.

## **2. Equipment**

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second-hand equipment must be introduced to school without the agreement of the Heads.
- Electrical equipment, plugs and leads will be visually checked regularly.
- Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.
- Fire-fighting equipment and alarm systems are maintained via annual contract.
- Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

## **3. Curriculum - Use of Resources**

We follow the safety guidelines with regard to science, ICT, technology, Art and PE. A copy of each is kept in the school office and also with the head of the department, who is responsible for disseminating the information to the staff and pupils.

In addition, the following have higher risk aspects:

- Science reference should be made to the 'Science Lab Safety Rules' document ([Appendix A](#));
- Art reference should be made to the 'Safety in Art and Design' document ([Appendix B](#));
- Technology reference should be made to 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document.
- Physical Education (PE):

#### *Clothing*

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills or accessibility to a child should an accident occur.

#### *Jewellery*

The wearing of jewellery and nail varnish is not permitted. More detailed information can be found in the uniform policy.

#### *Lifting and Moving*

Each child is taught how to lift and move the small pieces of equipment (e.g. mats, benches) The big pieces of equipment (e.g. basketball board, volleyball poles, etc) will be moved by the maintenance team.

#### [Sports Hall Rules](#)

## **4. General Safety**

### **School Building Access**

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building.

- Children may use the front and the side entrances.
- All visitors must report to the security officer at the gate, sign the visitor's log book, and receive and wear visibly a visitor badge for the entire duration of the visit. All visitors must sign out when leaving the school premises.
- Any adults on site who do not work in the school and who are not wearing a visitor's badge must be reported to the school office.

### **Vehicles**

- The school site has a designated area for school buses to pick up and drop off students at the beginning and the end of the school day.
- Parents and staff are requested not to bring their cars onto the school site but to use the public parking lot outside the school premises.
- Parents collecting children who are injured or unwell could use the school-designated car park. Other areas should remain clear.
- Delivery vehicles are expected to use the delivery area. Wherever possible, deliveries should be made once the children are safely in the building.
- Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### **Fire Safety**

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed in [Appendix C](#).

### **Evacuation Procedures**

Evacuation procedures, detailed in [Appendix D](#), are practised each term and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plans and are displayed on each floor. **A sample of one evacuation plan is shown in Appendix E.**

### **Earthquake Safety**

The Earthquake policy Statement is detailed in Appendix F.

### **Terrorist threats**

Lockdown procedures and bomb threats are detailed in [Appendix G](#)

## **5. Supervision of Children**

**School Hours:** 8:30 a.m. - 3:00 p.m (On Wednesdays until 3:30 p.m).

From 8.10, a duty teacher will supervise them in the school playground until 8.25. In the event they arrive after 8:40, the students should report to the secretary and have a late slip. There will be no arrangements after 3:15 p.m., except for the days when after-school activities are organised.

Office Hours: 8:00 a.m. – 5:00 p.m.

### **Duties**

A member of staff needs to be around the playground area to supervise children arriving for school. The bell rang at 8.25 a.m. At 3.00 p.m. (on Wednesdays at 3.30 p.m), the class teachers supervise the children leaving school.

At break times, members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

- *Outdoor Duty:* The members of staff on duty supervise the play area of the school (front yard, backyard and lateral sides). The bell should be rung promptly at the end of each break. In case of bad weather, the teachers assigned the outdoor duties will supervise the students inside the school.
- *Indoor Duty:* The members of staff on duty supervise the main gallery, ground lockers, hallways and corridors in primary school.
- *Lunch Time Supervision:* The members of staff on duty in the lunch room have responsibility for organizing a proper lineup of the students. KS1 TAs also supervise the students. All staff at KS1 have collective responsibility at lunchtimes and should speak to children and support the duty staff whenever the need arises.
- *Bus Duty:* Members of the teaching staff supervise the gates and the school parking lot at the beginning and the end of the school (8:10-8:30 and 3:00-3:15, on Wednesday 3:30 -3:45), making sure the students get on and off the buses safely and quickly. Staff from the transportation department also monitor and coordinate the arrival and departure of each bus.

All members of staff are responsible for making sure that their classroom is clear of children.

All teaching staff should be in their designated areas to receive the children as they come in the morning, after the first break and after lunch.

Any children working in classrooms or activity areas must be supervised by a class teacher.

The rota for duties is available on the staff room notice board and in the gallery.

[Primary Duty Rota](#)

[Secondary Duty Rota](#)

Each outdoor and indoor area that requires supervision has a duty timetable chart, constantly updated and mounted in a visible place.

## 6. Medical Procedures

### **Medical staff and trained personnel**

All staff members receive a health and safety overview at the beginning of the school year, including any updates to the Health and Safety Policy and a reminder of basic first aid

training. A checklist is kept of which staff members have attended. A list of first-aid trained personnel is displayed in the staff room and is updated regularly. Also, the first aid kits have stickers with first-aid trained staff.

### **First Aid**

The school has two medical nurses and a part-time pediatric doctor. First aid and medical treatment is available in the medical room from 08:00-16:30. In the absence of a school nurse or doctor, one of the first aid trained staff will take responsibility for the administration of first aid. The list of first aiders is displayed in the staff room and on all first aid kits, being updated regularly by the Nurse/H&S officer.

If advance care is deemed necessary during these hours, then appropriate arrangements will be made by the school nurse. This may include an ambulance, a specialist appointment or hospital care.

### **Attendance and sickness**

Fever- Students with a temperature of 38 degrees Celsius or above- parents will be contacted, and arrangements made to send the pupil home.

Diarrhea and sickness- Students with diarrhea and sickness should go home immediately and remain out of school until symptom-free for a minimum of 24 hours.

### **Contagious illnesses**

Staff or parents should immediately inform the nurse upon diagnosis of a contagious disease. It is the school nurse's responsibility to inform parents in the appropriate year groups of the risk of infection. [Appendix H](#) shows a sample letter. (Sample letters will be updated, Oana). ISB will strictly follow COVID-19-related updates from Romanian officials. Any student with symptoms of contagious illness will wait for his/her parents in the school's isolation room.

### **Accidents and injuries**

Minor illnesses and injuries

Minor injuries in the classroom or playground should be dealt with by the member of staff on duty. Students requiring further attention should be sent to the medical room with a responsible friend or an available adult, or if the nurse is not available, then to the primary or secondary office who will contact a first aider.

Students must ask permission from their class teacher or member of staff on duty before visiting the medical room.

If a student is seen by the nurse and any treatment or advice is given, then the student's details are entered into the health record book. The student's details and accident or illness need to be added.

When an injury takes place, the parents are informed by the school nurses immediately via a telephone call.

When students are considered too unwell to remain in school, staff will be informed, transport details arranged with parents and a letter sent home giving details of the student's condition as well as advice on the best course of action to be taken.

In case parents are not available to take students from school and they decide to use a taxi, they should send an email to the office.

### **Major illnesses and accidents**

In case of a more serious injury or illness, the nurse/doctor should be contacted as soon as possible. The student should remain where the incident has occurred until they have been seen by the nurse/doctor unless the student is in immediate danger. If the nurse/doctor is not available, then a qualified first aider must be sent to the scene. The nurse/doctor or first aider will assess the injury and give appropriate medical attention on-site or make arrangements to transport the student to receive advanced care. Parents will be informed immediately by phone and kept up to date with any care given to the children. Staff will be informed when students are sent off-site. It is expected that following a telephone call from the school nurse/doctor, the parents will collect the student and transport them to the appropriate place. If a student has an accident during school time, 112 emergency service will be contacted and asked to provide immediate assistance. If parents or caregivers can not be contacted or come to the school immediately, the school will contact 112 and make arrangements for the child's transfer to a hospital.

See [Appendix J](#) for more emergency contact numbers.

A serious injury accident form (see [Appendix I](#)) must be completed immediately and given to the Head of School. It is the school nurse's/doctor's responsibility, in liaison with the Head of Primary/Secondary to ensure all documentation is completed as quickly as possible.

### **Medication Policy**

#### **Medical room**

Medical room is the general store of first aid kits, first aid supplies and medicines within the school.

NO MEDICINES SHOULD BE KEPT ANYWHERE WITHIN THE SCHOOL EXCEPT IN THE LOCKED CUPBOARDS IN THE MEDICAL ROOM.

If a student is unwell, then they should be kept at home. If a student is fit to return to school but needs to finish a course of medication, this should be handed to the school nurse in a sealed envelope at the beginning of the day with administration instructions enclosed, and a consent form needs to be completed by the parents. The consent form (see [Appendix K](#)) can be obtained from the school nurse.

Administration of medicines

Medication can only be administered by the school doctor or nurses.

### **'At Risk List'**

Children who are at risk due to allergies or known medical conditions are placed on a list which is kept in the medical room. This list is continually updated when new information is provided by parents.

At the start of the school year, it is the nurse's/doctor's responsibility to compile this list with the aid of information received from the pupils' medical forms (Admissions Officer). When new pupils start school, the nurse/doctor will compile the medical forms as soon as possible. The 'At Risk List' is then distributed to all staff members.

It is the nurse's responsibility to ensure that the relevant teachers are made aware of those children who have severe medical problems and may require attention while in school.

### **The Annual Medical Checks**

The students in years 2, 5, 9 and 13 have an annual medical check performed by the school nurse.

The nurse reviews each student in the following areas:

- *Height*
- *Weight*
- *Chest circumference*
- *Blood Pressure*
- *Palpation of pulse and heartbeat*
- *Chest sounds*
- *Straightness of spinal column*
- *Flat feet*
- *Colour and distance vision*

The second nurse or another adult should always be present when the nurse examines the pupils. Whilst it is not essential for students to remove clothing, the nurse requires some access to the student's chest, heart and spinal column in order to fulfil the medical requirements.

Any significant findings are reported to the parents via letter, and appropriate advice is given. All findings are recorded in the student's medical file and stored confidentially.

### **Hair checks**

The school nurse is responsible for checking students' hair for head lice after each school holiday. See [Appendix L](#) for the Hair checks form. If any head lice are found, the parents must be informed, and the student is to go home, and treatment commenced. Treatment can be bought from pharmacies without the need for a prescription. The student can return to school the next day but must be seen by the school nurse/doctor before re-entering the classroom. If any head lice or eggs are still found, the parents are advised to continue with combing to attempt to remove the eggs.



### **Vaccinations**

The organisation and administration of compulsory vaccinations are done by family doctors outside the school in accordance with current Romanian legislation.

At present, this includes:

- *MMR - year 2*
- *against poliomyelitis - year 4*
- *diftero-tetanos - year 9*

### **Medical Records**

Medical records are stored in the medical room for all students and staff.

All pupils must have a medical form completed on admission, which can be seen and downloaded from the school's website. The school nurse/doctor must liaise with the admissions officer to collect medical forms and follow up with parents who have not returned them to the school.

When completed, the medical form is stored in the filing cabinets in the medical room. Each pupil has a folder whether the medical form has been completed or not.

An annual summary of the medicals performed that year by the doctor is included at the front of each class group.

### **First Aid Kit**

First Aid Kits are available in all science laboratories, in and outside the medical room, in the primary and secondary offices, in the sports hall, by the primary multipurpose room, in the theatre and the kitchen. First aid kits should be taken on all school trips. The school nurse will discuss with the trip leader any pupils who are on the 'At risk list', and appropriate medications and necessary training will be given. One of the school nurses is expected to be present on school trips. The first aid kit is checked regularly by the school nurse, reading the expiration dates and replacing any used or out-of-date content.

## **7. Staff Health and Welfare**

### **Safety**

All staff members have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A ladder/stepladder must be available for use. (See maintenance).

Both staff and students should take care when moving or lifting equipment. If in doubt, seek help. (See notes about PE in the curriculum section of this document).

### **Health**

Both staff and students should be mindful and use the facilities provided in case of extreme weather conditions: drink plenty of water, stay under the shade tents and wear caps in hot

sunny days, and stay inside the school in case of heavy rain, strong winds, or very cold temperature.

### **Violence**

Staff should always take steps to minimise the possibility of violence in school. See the parent handbook and the Behaviour policy.

Parents who are known to be violent or aggressive might not be allowed to enter the school premises.

## **8. Student Health and Welfare**

- Bullying and any form of discrimination are not tolerated and must be reported immediately to the form teacher, key stage leader, deputy principal, DSL and/or other relevant people. For more detailed information, please consult the Anti-bullying policy and behaviour policy.
- Substance abuse and alcohol are totally prohibited in school. Any student suspected of using them in school must be reported to the respective key stage leader or Head of School and the CLS department.
- Personal information of students must be carefully handled and stored. Any document that needs to be discarded and has the student's personal information (name, phone number, address) must be shredded. Pictures of the students posted on the school website or display boards around the school must follow the GDPR regulations.
- Any signs of abuse (physical, emotional, sexual abuse) on a child must be reported to the Designated Safeguarding Lead.

## **9. Off-Site Activities**

Any visit off-site must be approved by the SLT and the Head of School after the risk assessment is conducted by the head of enrichment or the respective organizer. Off-site trips might be cancelled according to the risk assessment outcome.

For any visit to take place off the school site, a letter home requesting permission is required. Also, at the start of the year, parents are asked to give emergency contact names and phone numbers to be used in an emergency.

If the party is travelling on two or more coaches, it should be clear on the official list of children and adults who are travelling on which coach.

Each adult on the visit should have a copy of the list, and a copy should also be left with the driver at the front of the coach.

The child: adult ratio recommended for the activity must be met. The numbers can be seen in the risk assessment policy.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

At least one of the supervising adults must have first aid training.

All coaches hired by the school will have seat belts fitted, and adults should ensure that they are used.

Adults must base themselves on different parts of the vehicle to supervise the children more effectively.

Children should not sit in the front seats of the coach or the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still and not distract the driver or drivers of other vehicles.

**On a visit involving transport, the following should be easily accessible:**

- Plastic gloves;
- First aid kit;
- Official list of adults and children, including the school name and telephone number;
- Drinking water and beaker;
- Paper towels and hankies;
- 'Sick bags'.
- NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

## **Appendix A**

### SCIENCE LAB SAFETY RULES

1. Food, drink and chewing gum are prohibited in the lab.
2. Never taste any material in the lab.
3. Never smell a material in a test tube or flask directly. Instead, with your hand, "fan" some of the fumes to your nose carefully.
4. Never look directly into a test tube. View the contents from the side.
5. Never handle chemicals with bare fingers. Always use tweezers, or spatulas.

6. Never indulge in horseplay, practical jokes or behavior that could lead to injury of others.
7. Never touch any piece of equipment, or other materials in the lab until you are instructed to do so.
8. Work in the lab only when the teacher is present or when you have permission to do so.
9. Before beginning and after finishing work in lab, clean the lab bench top and your glassware.
10. Due to the dangers of broken glass and corrosive liquid spills in the lab, open sandals or bare feet are not permitted in the lab. Shoes must completely cover the foot.
11. Long hair, dangling jewellery, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back, and dangling jewellery and baggy clothing must be secured.
12. A lab coat and safety goggles should be worn during lab experiments.
13. Learn the location and proper usage of the first aid kit, eyewash fountain, fire extinguisher, fire alarm box, evacuation routes, clean-up brush and dust pan, glass/chemical disposal can.
14. Report all accidents regardless of how minor to your teacher.
15. For minor skin burns, immediately plunge the burned area into cold water and notify the teacher.
16. If you get any chemical in your eye, immediately wash the eye with the eye-wash fountain and notify the teacher.
17. Immediately notify the teacher of any chemical spill and clean up the spill as directed.
18. Never take chemical stock bottles to the lab benches.
19. Use equipment only as directed:
  - a. never place chemicals directly on the pan balances.
  - a. never place hot apparatus directly on the laboratory desk; use insulated pads.
  - b. use glycerin when inserting glass tubing into rubber stoppers.
  - c. be cautious of glassware that has been heated; do not immerse hot glassware in cold water.
  - d. add boiling chips to liquid that is to be heated before heating.
  - e. point test tubes that are being heated away from you and others.
  - f. Never add water to concentrated acid. Instead, as you stir, add the acid slowly to the water.
2. Read the label on chemical bottles at least twice before using the chemical. Many chemicals have names that are easily confused.
3. Take only as much chemicals as you need. Never return unused chemicals to their original container.
4. Return all lab materials and equipment to their proper places after use.

## **Appendix B**

### SAFETY IN ART AND DESIGN

### **Primary**

The school is responsible for teaching art, craft and design in a healthy and safe environment with reference to appropriate risk assessments for activities likely to incur possible risk. The teaching staff and art coordinator are responsible for the supervision of activities such as cutting with scissors.

The teaching staff must ensure that health and safety guidelines are observed in this subject, by teaching children how to use tools and equipment safely:

- All employees should ensure that they comply with any specific regulations relating to particular activities and are competent to perform the activity
- Safety slogan is hung around the room to remind everyone to follow the rules, or take care of equipment.
- Paper-Cutters and glue guns are to be used by adults only.
- No running in the Art classroom.
- If the floor is wet, ensure it is wiped down or a sign is placed.
- Children are to wear aprons when dealing with other equipment than pencils and colour pencils.
- Art Classroom is to be cleaned up after being used: tools washed and put to dry, art work placed on the drying rack, equipment stored safely where appropriate (labels in cupboards and around the room).
- Based on suitable and sufficient risk assessments all employees and students must wear appropriate personal protective equipment, clothing and footwear and remove jewellery before participating in any practical work. If jewellery cannot be removed for any reason it must be made safe, (i.e. covered) during the activities. Action may also need to be taken with regard to the hazards associated with long hair.
- Where appropriate, children are taught food hygiene procedures using clean equipment washed before and after use.
- A risk assessment is to be completed by the teaching staff when using D&T equipment or any other equipment which may cause harm.

### **Use of special Art and Design & D&T equipment:**

**Paint and Painting tools** - age appropriate and non toxic, children and staff to wash their hands after using paint;

**Spray, fixatives, mists, adhesives** - to be used by an adult and to be used in open areas such as outside, staff is to avoid inhaling, staff to wash their hands after using it;

**Paper** – non toxic, children should be aware of minor injuries (paper cuts) and should handle with care ;

**Drawing tools** - non toxic, teaching staff to be aware of any allergies;

**Construction material** - construction materials are to be used under adult's close supervision and stored appropriately; clay and plaster to be used under close supervision by teaching staff and stored safely in cupboards, out of children's reach; hacksaws and equipment similar to it, to be used by one child at a time, with adult supervising closely;

All art equipment is subject to maintenance and safety checks and any faulty equipment is to be reported to the Art and D&T Coordinator.

### Secondary

Art and Design lessons are scheduled in Art and Design Rooms (Primary and Secondary), and are taking place in a safe and healthy environment especially designed for this activity. The room is equipped with a sink, soap and handkerchiefs, cupboards and bookshelves. Art and Design Room is provided with a proper natural light source and an artificial light source.

Special Art and Design equipment:

- Drawing boards
- Easels
- Drop table
- Cutting board
- Brushes, pencils, sharpeners, plastic cups, rulers, palettes, etc.
- Paper – non toxic
- Colors (tempera, acrylics, aquarelles, pastels, color pencils, inks) - **all non toxic colors**
- Colors - oils and diluting agent – in use for KS 4 and KS 5 – **low level of toxicity** (students are working under direct surveillance of a teacher).

All KS 3, 4, 5 Art and Design students are assisted and guided permanently by teachers.

KS 3 students are not allowed to manipulate sharp objects (e.g. cutters, knives)

KS 4 and KS 5 students are assisted by teachers while working with sharp objects – for this action they are using the special cutting board.

### Appendix C

#### FIRE POLICY

ISB will provide a safe and healthy working environment with respect to fire safety in its establishments. ISB Fire policy complies with the local fire regulations.

The *Campus Manager* will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).

- Waste containers stored externally in a secure compound.

**Appointments:**

- The named Fire Safety Coordinator is the Head of School, Mr. Serdar Sakman or in his absence the Head of Primary, Mr. Mustafa Soydemir.
- The Campus Manager Mihai Lica and *Health and Safety Officer is Ozcan Karaca*.

**Responsibilities:**

- *Checking all areas: Head teacher-overall supervision.*
- *Classrooms: class teachers.*
- *In case of evacuation each floor will be checked (classrooms, student and staff toilets) by an assigned staff member from the maintenance department. The Campus Manager keeps an updated scheme of staff covering each floor of the building and communicates immediately any changes to the H & S officer.*
- *Phoning fire service: the Campus Manager – in case of fire, pull the alarm and call 112.*
- *Registers and visitors book: Primary and Secondary secretaries*
- *Copies of fire evacuation plans are posted in the hallways, in the main gallery and the school office.*
- *The fire alarm is tested monthly by the Campus Manager and recorded in the Fire Log Book, which is kept by the Health and Safety officer.*
- *A fire drill is completed once a term. A record is kept in the Fire Log Book.*
- *A fire safety risk assessment is carried out by the Campus Manager and the Health and Safety officer each term. A report is then presented to the governing body.*
- *Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Log Book.*
- *The Campus Manager will be responsible for the upkeep of the Fire Log Book.*
- *The Fire Safety Policy will be reviewed annually.*
- *The Campus Manager keeps the updated fire permits that comply with the local fire regulations, accredited by the Romanian authorities.*

**Appendix D**

**EVACUATION PROCEDURES**

The overall aim is to save life, therefore evacuation is of paramount importance. Members of staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Log Book which is kept by the Campus Manager. Once an alarm has been set off (scheduled drill, real situation, or accidentally), under no circumstances it should be turned off before it ends and the

evacuation procedures will apply immediately to all personnel present in the building at that time.

On hearing the alarm:

- *Direct children to walk quietly to the nearest emergency exit (marked FIRE EXIT) and then walk quietly in single file to the assembly points on the playground.*
- *Classrooms located in the East and West wing use the FIRE EXIT doors which go through STUDENT STAIRWELLS and exit the building through the sides.*
- *Classrooms and other rooms located along the main lobby (Library, staff room, Cafeteria, MFL Rooms Theatre, Canteen, secretary's rooms, Admission office, administration offices on the third floor) **and** the second floor Primary (West wing) will use the FIRE EXIT doors located in the central part of the building. **The open stairs in the main lobby should not be used for evacuation.***
- *Everyone onsite, children and adults, must leave the building.*
- *Leave all your belongings in the classroom.*
- *Ensure that the classroom is empty, the windows are closed and leave the doors shut but unlocked.*
- *Each floor will be checked (classrooms, student and staff toilets, windows) by an assigned staff member from the maintenance department.*
- *If smoke is coming in from the hallway while in the theatre, the outside emergency escape route must be used.*
- *Walk towards the assembly point, leading the students as far away as possible from the building.*
- *Children will line up in register order at the assembly point on the front playground.*
- *Primary School Secretary will check that the medical room is empty.*
- *The campus manager will call the fire brigade - 112.*
- *The secretaries will print the registers and give it to the form teachers at the assembly point, together with a green-red visual signal card.*
- *The form teachers will check that all children are accounted for, continuously signalling the status to the emergency coordinator using the green-red visual cards.*
- *Students should stand still and quiet until asked to re-enter the building.*
- *The emergency coordinators (Serdar Sakman for secondary and Mustafa Soydemir for primary), will lead each class and members of staff back to the building. They will wear reflective orange vest available in the reception.*
- *Form teachers will hand the green-red signal cards and the registers to the emergency coordinators while returning to the building.*

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving late, after registration has taken place, report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.



If any visitors are present, the adult they are working with should ensure that they know what to do.

#### **IF THE BUILDING HAS TO BE EVACUATED DURING LUNCHTIME**

On hearing the alarm:

- *Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.*
- *Children will line up in register order.*
- *Everyone on site, children and adults, must leave using the emergency exit routes.*
- *Primary School Secretary will check that the medical room is empty. The campus manager will call the fire brigade - 112.*
- *The School secretary will issue registers. Staff with the help of the Supervisory Assistants will carry out roll calls at the assembly point.*
- *The Head or designated member of staff will check that all adults and children are accounted for.*

#### **IF THE NURSERY HAS TO BE EVACUATED DURING SLEEPTIME**

- *Students sleeping in the Nursery will be woken up by the teachers, assistants and duty teachers and will be helped to evacuate the building to the assembly point, leaving all belongings in the sleeping room.*
- ***If the fire alarm is false, designated staff members will be advised of the situation as soon as possible and given instructions.***

#### **FIRE EVACUATION FOR PERSONS WITH RESTRICTED MOBILITY REQUIRING ASSISTANCE IN THE EVENT OF AN EMERGENCY**

- *The advice given below should be used to formulate personal fire emergency and evacuation arrangements.*
- *Fire emergency and evacuation arrangements may include designated employees to assist students with restricted mobility.*
- ***If the fire alarm is false students with restricted mobility and designated employee will be advised of the situation as soon as possible and given instructions.***

#### **FIRE EVACUATION FOR PERSONS WITH RESTRICTED MOBILITY REQUIRING ASSISTANCE IN THE EVENT OF AN EMERGENCY**

- *The advice given below should be used to formulate personal fire emergency and evacuation arrangements.*
- *Fire emergency and evacuation arrangements may include designated employees to assist students with restricted mobility.*

- ***If the fire alarm is false students with restricted mobility and designated employee will be advised of the situation as soon as possible and given instructions.***

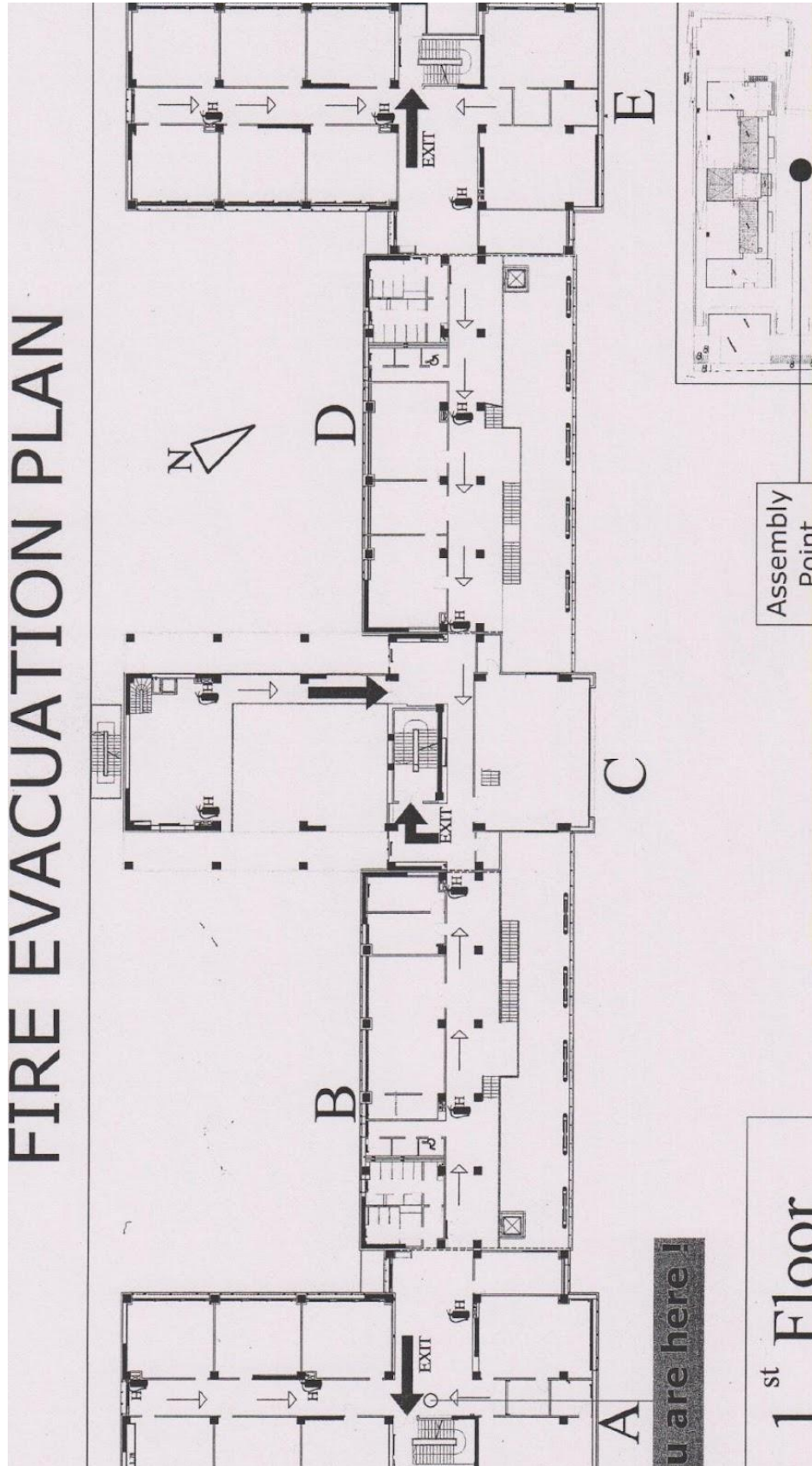
### ***Appendix E***

#### NEAREST ALARM POINTS AND ONE EVACUATION PLAN



INTERNATIONAL  
SCHOOL OF  
BUCHAREST

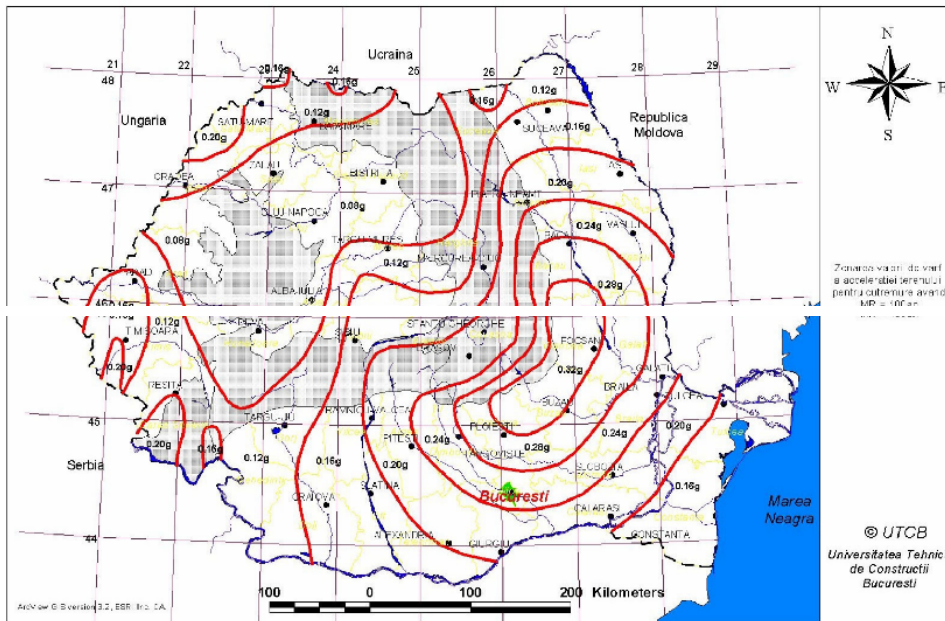
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## Appendix F

### EARTHQUAKE POLICY

Romania, and in particular Bucharest, is located in a relatively active seismic zone.



The steps outlined below are to be followed by all staff in the event that the school must be evacuated upon evidence of an earthquake.

Earthquakes happen with no warning; therefore, action must be taken at the first indication of ground shaking.

Even in the most severe earthquakes, buildings rarely collapse completely. Injury and even death are most often caused by the shattering and falling of non-structural elements such as window glass, ceiling plaster, lighting fixtures, chimneys, roof tiles, and signs. There will be no time to think of what to do.

Each room in the school has a map posted by the door that clearly shows the recommended evacuation route. Staff members are encouraged to review these routes for each space that they occupy while at ISB.

#### **During Instructional time:**

##### **DUCK-COVER-HOLD**

- Issue ***“Duck and Cover”*** command
- *Immediately face away from windows and take cover under or beside desks, counters or tables.*
- *In science labs, activate emergency shut-off for all power and extinguish all burners if possible, before taking cover; stay away from hazardous chemicals that may spill.*
- *In the library, move away from where books and bookshelves may fall, take cover.*

- Assume **“Crash”** position on knees, head down, one hand clasped over neck (or neck/head covered with book or jacket) and one hand holding on to furniture. Posture must be such that the most vulnerable areas (the neck and chest) are protected. Teachers must immediately take steps to protect themselves and prevent personal injury during an earthquake. Teachers have an extremely important role to play in assisting students through the post earthquake recovery stage.
- Count aloud for the duration of the earthquake. After the shaking stops start counting again and count aloud to sixty (60).
- If the teacher is injured, two student monitors should have designated authority to give instructions.
- Sixty seconds after the shaking has stopped, students should be instructed to check carefully for injuries and dangerous objects such as broken glass before moving and standing up. Students should be instructed to be silent during this time.
- Apply life saving first aid interventions only. Do not delay the evacuation of uninjured students.
- Survivors and walking wounded should be evacuated first. The seriously injured must be left for the school’s designated search and the rescue team.
- Teachers lead the students, where possible, out of building using the evacuation route (Appendix E).
- Leave any belongings in the classroom.
- Each floor will be checked (classrooms, student and staff toilets, windows) by an assigned staff member from the maintenance department.
- Once out of the building, classes will be lead to the emergency assembly area.
- Avoid overhead wires that may have broken during the earthquake. Lead students directly away from the building and into an open space.
- If a secondary earthquake or “aftershock” occurs, students/staff should **“Squat and Cover”** (Place head close to knees, clasp hands behind neck, cover side of the head with arms (if cover is available use it or place back against an interior wall.) The “Duck and Cover” procedure is not advised as the ground may be littered with debris from the initial shock. Repeat the above earthquake instructions and continue evacuation procedures.
- The secretaries will print the registers and give it to the form teachers at the assembly point, together with a green-red visual signal card.
- The form teachers will check that all children are accounted for, continuously signalling the status to the emergency coordinator using the green-red visual cards.
- Teachers report any seriously injured person that was left in the school for the rescue team.
- Students should stand still and quiet waiting for further instructions.
- The emergency coordinators wearing distinctive equipment, will lead each class and members of staff back to the building.
- Form teachers will hand the green-red signal cards and the registers to the emergency coordinators while returning to the building.

**During Non-instructional Time (before and after school, break, and lunch)**

**DUCK-COVER-HOLD**

- *Students sleeping in the Nursery will be woken up by the teachers, assistants and duty teachers and will be moved in a corner of the room, away from windows, shelves, cupboards. If the alarm is false, the designated staff members will be advised of the situation as soon as possible and given instructions.*
- *Anywhere else in the building, move away from windows, shelves and heavy objects that may fall.*
- *Take cover under a table or desk, in a corner or doorway.*
- *In halls, stairways and other areas where no cover is available, move to an interior wall, kneel, clasp hands behind neck, and cover side of head with arms.*
- *In the library, move away from where books and bookshelves may fall, take cover.*
- *In the theatre, sit quietly on the chair, remain calm and take cover.*
- *In the canteen, move away from the glass walls, towards the centre of the room and take cover.*
- *In science labs, activate emergency shut-off for all power and extinguish all burners if possible, before taking cover; stay away from hazardous chemicals that may spill.*
- *Stay inside for 60 seconds after shaking stops. Usually the most dangerous place during a quake is just outside of the building where debris may fall; exit only after the shaking has stopped.*
- *Staff and students are to proceed to the emergency assembly area as quickly and efficiently as possible using the emergency exit routes, leaving all belongings in the building.*
- *At the emergency assembly areas teachers are to:*
  - take attendance.
  - remain with class at all times.
  - students and staff will remain on the playground until instructed to do so.

## **Appendix G**

### **LOCKDOWN PROCEDURES**

The following security measures shall apply to protect against any threat caused by the presence of an armed individual on or near the school premises.

#### **Level 1: Danger Inside School**

- *The Head of School or someone in authority makes the announcement of a lockdown over the sound system.*
- *Sound alarm will ring inside and outside the building.*
- *Those in the hallways are required to immediately head to the closest room and lock the door.*
- *Teachers in each classroom lock their door.*
- *Students on the outside of the school building are supposed to head away from the building and meet in the public parking lot.*

- *All students and teachers are required to lie on the floor if gunshots are heard unless they hear otherwise.*
- *Everybody stays quiet in classrooms and nobody uses radio, TV, or cell phones.*
- *Teachers keep everyone facing away from the glass and doors where possible.*
- *Windows are closed, but the curtains stay open and the lights stay on, so police and emergency officials can see inside each room.*
- *Release no one except by the direction of the Head of School or designate or the police.*
- *Do not release students or staff for restrooms or lockers.*
- *The office contacts the Police or local authorities by calling 112.*
- *Have a consistent message for parents who are calling the school during the lockdown.*
- *Take attendance in each room. Note those who are absent and notify the office immediately/after the emergency is over.*
- *In the theatre, the teachers lock both access doors, the stage door and everybody stays quiet inside.*
- *In the canteen, doors will be locked by kitchen staff, everybody moves away from glass walls and access doors and hide behind the serving counter or right across from it, which are less visible areas.*
- *In the library, students will move to the storage room guide by the librarian and stay quiet.*
- *Only open the doors when an "all clear" or "Release code" is given.*
- *If necessary, parents will be called, but only after the emergency is over.*
- *The office will call other schools in immediate vicinity, which may be affected by the circumstances that created the need for the lockdown.*

### **Level 2: Danger Outside School Building**

- *Most of the procedures are the same, except the lights are turned off and the blinds and drapes are closed, and exterior school doors are locked by the designated person.*

### **Level 3: Danger in the Neighbourhood**

- *This situation involves slightly less serious precautions, because the threat is farther away. It involves increased supervision, locking the outside doors and controlling the movement of students inside the building.*

### **BOMB THREAT INSIDE SCHOOL**

- *The Head of School carefully evaluates each threat for authenticity. No threat should be disregarded.*
- *The Head of School makes the announcement of an evacuation over the sound system.*
- *Sound alarm will ring inside and outside the building.*



- *Everybody evacuates the school immediately and quietly, using the evacuation routes, heading far away from the building and meet in the playground assembly points.*
- *The campus manager contacts the Police or local authorities by calling 112.*
- *Teachers take attendance and everybody waits until “Release code” is given by police/local authorities.*
- *If necessary, parents will be called, but only after the emergency is over.*

## **Appendix H**

### SAMPLE LETTER: CONTAGIOUS ILLNESS INFORMATION

Date

Dear Parent/Guardian,

Today we have been informed that one student in Y... has chicken pox. Your child may have been exposed to varicella (chicken pox) at school. Chicken pox is contagious and if your child has not had the virus before it is possible that she/he will catch it.

Please watch your child for the following symptoms. If your child has the symptoms below, please call your child’s healthcare provider for guidance.

Symptoms usually appear 7-21 days after exposure.

#### Common Signs and Symptoms:

- Temperature (not more than 39.4), sometimes abdominal pain
- Red sores that blister, becoming vesicles containing liquid inside. The sores may grow in size and spread
- Red sores will appear first on face and abdomen spreading then to the whole body
- When blisters break, they form a flat, honey-colored crust
- Blisters are very itchy but it is not recommended to scratch them as that can lead to infection. The pharmacist will be able to recommend a lotion to ease the itching.

If your child is diagnosed with chicken pox, he/she should stay at home between 7-10 days. When they return to school they should bring a medical note from family doctor.

Please call the school’s doctor/nurse if you have any questions or concerns.

Medical team

--

Informatie privind boala contagioasa Varicela

Stimați Părinți/Tutori,

Astăzi am fost informați că un elev din clasa a ...-a are Varicela. Copilul dumneavoastră ar fi putut să fie expus la acest virus (Varicela) în timpul școlii. Varicela este o boală contagioasă. Dacă copilul dumneavoastră nu a fost expus la acest virus în trecut este posibil să se fi infectat și să facă varicela.

Vă rog urmăriți copilul pentru următoarele simptome. Dacă apar simptomele de mai jos contactați Medicul dumneavoastră curant.

Perioada de incubație variază între 7 și 21 de zile.

Semne și simptome ale varicelei:

- Febră (până la 39.4Celsius), uneori dureri abdominale;
- Pete roșii care apar întâi pe față, apoi pe corp și se răspândesc.
- Pete roșii pe piele care se transformă în vezicule cu lichid; se pot mari și răspândi.
- Când veziculele cu lichid se sparg, rămâne o mică rană, ce face apoi o crustă.
- Erupția veziculoasă este pruriginoasă (produce mâncărimi). Nu se recomandă scărpinatul deoarece poate produce suprainfecții. Există loțiuni anti-pruriginoase pentru aceasta.

Dacă copilul dumneavoastră suferă de Varicelă, va sta acasă 7-10 zile. Se va întoarce la școală cu un Aviz Epidemiologic de reintrare în colectivitate, eliberat de Medicul de familie.

Vă rog să contactați medicul sau asistenta medicală a școlii dacă aveți nelămuriri.

***Appendix I***

**School Accident Report Form**

***School Accident Report Form***

**GENERAL INFORMATION**

School \_\_\_\_\_ Student  Employee

A.Name \_\_\_\_\_  
\_\_\_\_\_

B.Year \_\_\_\_\_ Position \_\_\_\_\_ C.Age \_\_\_\_\_ D.Sex - Male  - Female

\*\*\*\*\*

**ACCIDENT INFORMATION**

A. Time of Accident \_\_\_ a.m. \_\_\_\_ p.m.

B. Date \_\_\_\_\_

Supervised Activity?  Yes  No

C. If yes, person in charge \_\_\_\_\_

**D. Nature of Injury (may be completed after medical examination)**

- |                                      |   |  |                                    |
|--------------------------------------|---|--|------------------------------------|
| 1. <input type="checkbox"/> Abrasion | 0. <input type="checkbox"/> Burn        | 0. <input type="checkbox"/> Fracture       | 0. <input type="checkbox"/>        |
| 2. <input type="checkbox"/> Bruise   | 0. <input type="checkbox"/> Concussion  | 0. <input type="checkbox"/> Laceration/Cut | 0. <input type="checkbox"/> Sprain |
| 3. <input type="checkbox"/> Bump     | 0. <input type="checkbox"/> Dislocation | 0. <input type="checkbox"/> Puncture       | 0. <input type="checkbox"/> Strain |
|                                      |   |  | 0. <input type="checkbox"/> Other  |

**E. Part of Body Injured**

**i. Head**

1.  Scalp
2.  Back
3.  Front
4.  Eyes
5.  Ear
6.  Nose
7.  Mouth
8.  Tooth
9.  Neck

**ii. Trunk**

1.  Chest
2.  Abdomen
3.  Back

**iii. Arms**

1.  Shoulder
2.  Upper Arm
3.  Elbow
4.  Lower Arm
5.  Hand
6.  Fingers

**iv. Legs**

1.  Hip
2.  Upper Leg
3.  Knee
4.  Lower leg
5.  Foot
6.  Toes

**F. Kind of Accident (1) G. Where Accident Happened (1)**

- |   |  |
|---|--|
| 1. <input type="checkbox"/> Animal bite or insect bite          | 1. <input type="checkbox"/> Athletic Field |
| 2. <input type="checkbox"/> Collision with student (bump, etc.) | 2. <input type="checkbox"/> Cafeteria      |
| 3. <input type="checkbox"/> Contact with hot or toxic substance | 3. <input type="checkbox"/> Classroom      |
| 4. <input type="checkbox"/> Fall or slip                        | 4. <input type="checkbox"/> Gym            |
| 5. <input type="checkbox"/> Fighting                            | 5. <input type="checkbox"/> Hallway        |
| 6. <input type="checkbox"/> Struck by auto, bike, etc.          | 6. <input type="checkbox"/> Playground     |
| 7. <input type="checkbox"/> Struck by object (swing, etc.)      | 7. <input type="checkbox"/> Restroom       |

8.  Student collided with object      8.  School Bus

9.  Other \_\_\_\_\_

9.  Stairway

10.  To or from school

11.  Vocational/Shops/Labs

12.  Other \_\_\_\_\_

### **CONTRIBUTING CAUSES**

#### **A. Environmental Factors (1) B. Human Factors (1) C. Agents (1)**

- |   |   |  |
|---|---|--|
| 1. <input type="checkbox"/> Crowding          | 1. <input type="checkbox"/> Active game                 | 1. <input type="checkbox"/> Animal or insect     |
| 2. <input type="checkbox"/> Doors             | 2. <input type="checkbox"/> Fatigue                     | 2. <input type="checkbox"/> Electricity          |
| 3. <input type="checkbox"/> Drinking fountain | 3. <input type="checkbox"/> Fighting                    | 3. <input type="checkbox"/> Fire                 |
| 4. <input type="checkbox"/> Equipment         | 4. <input type="checkbox"/> Horseplay                   | 4. <input type="checkbox"/> Gases                |
| 5. <input type="checkbox"/> Floors            | 5. <input type="checkbox"/> Lack of training/experience | 5. <input type="checkbox"/> Liquids              |
| 6. <input type="checkbox"/> Hard surface      | 6. <input type="checkbox"/> Preoccupation               | 6. <input type="checkbox"/> Recreation equipment |
| 7. <input type="checkbox"/> Lighting          | 7. <input type="checkbox"/> Running                     | 7. <input type="checkbox"/> Pencil               |
| 8. <input type="checkbox"/> No handrail       | 8. <input type="checkbox"/> Violation of rules          | 8. <input type="checkbox"/> School equipment     |

9.  Weather    9.  Other

10.  Other \_\_\_\_\_

\_\_\_\_\_                      9.  Vehicle  
                                    10.  Other \_\_\_\_\_

### **ACCIDENT DESCRIPTION**

Describe the accident in your own words. Please give all details so that this accident report may be used to prevent other similar accidents.

\*\*\*\*\*  
\*\*

**POST-ACCIDENT INFORMATION**

A. Was first aid given?  Yes  No By  
Whom: \_\_\_\_\_

Description of first  
aid: \_\_\_\_\_

B. Was parent or other responsible person notified?  Yes  No By  
whom \_\_\_\_\_

If no,  
explain \_\_\_\_\_

C. Advised on tetanus immunization?  Yes  No

D.  Injured, sent home. If so, was he/she accompanied?  Yes  No

Injured, sent to physician. Name of  
physician \_\_\_\_\_

-  Injured, sent to emergency room. Name of the  
hospital \_\_\_\_\_

E. Days absent from school or work \_\_\_\_\_

**ACTION TAKEN**

**A. Instructional**

- 1.  Discussed at staff meeting
- 2.  Discussed in each class as part of regular instruction
- 3.  Discussed with parent
- 4.  Personal instruction given to injured
- 5.  Personal instruction given to person in charge
- 6.  Presented as a subject of assembly program

*Policy or Corrective Action*

- 1.  Environmental changes affected
- 2.  Notified school safety committee
- 3.  Safety rules amended to prevent recurrence
- 4.  Safety specialist visit to assist in safety program
- 5.  Suggest closer supervision
- 6.  Other \_\_\_\_\_
- 7.  No action taken

Signed: \_\_\_\_\_ Title:  
\_\_\_\_\_

Other Witnesses:  
\_\_\_\_\_

### **Appendix J**

OTHER EMERGENCY CONTACT NUMBERS except 112

Regina Maria 021 9268

Puls 021 9733

AmbuHelp 021 9663

Sector 3 Police Station 021 9543

### **Appendix K**

MEDICATION CONSENT FORM

#### **International School of Bucharest Parent Consent Form**

##### **Student Medications**

I have read the medication label and my child does not have any health problems that could get worse by taking this medicine. My child is not taking any other medication at home that could interact with this medicine and cause unwanted side effects. I will notify the school in writing if I want this medication to be stopped. Otherwise, I understand that it will be kept in the clinic and will be administered as indicated below for the current school year by a school nurse or a designated employee.

*Medication must be picked up by the parent or a designated adult at the end of the year. Any medications left at school will be destroyed.*

Please, administer the medicine according to the following directions:

##### **PRESCRIPTION MEDICATION**

Fill out and return it to school with your child's medicine in its ORIGINAL and SEALED bottle or with the physician's order for sample medication.

**May we have the permission to contact the Doctor's office to clarify this medication order? YES NO**

Student: \_\_\_\_\_ Year / Teacher: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Purpose: \_\_\_\_\_ Time to be given: \_\_\_\_\_

Dates to be given: \_\_\_\_\_ Doctor's name: \_\_\_\_\_

Allergies: \_\_\_\_\_ Number of pills sent to school: \_\_\_\_\_

Current day time phone number: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Number of pills arrived at school: \_\_\_\_\_.

Signature of Nurse/Health Aid/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

Special instructions: \_\_\_\_\_

If prescribed morning dose is missed at home, I authorize the school to give medication after parent contact. The morning dose is: \_\_\_\_\_ Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

"I hereby release International School of Bucharest, its officers and its employees, from any and all liability resulting from my child carrying their asthma inhaler, epipen or diabetic supplies to and from school."

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix L**

HAIR CHECKS FORM

Year Group / Class \_\_\_\_\_

Inspection Date

Student Name	_____/_____ /_____/_____	_____/_____ /_____/_____	_____/_____ /_____/_____


**Appendix M**

FIRST AID KIT CONTENT

First aid kits contain the following items:

- 2 absorbent compress dressings (14x25 cm)
- 25 adhesive bandages (assorted sizes)
- 1 adhesive cloth tape (10x2.5 cm)
- 5 antiseptic wipe packets
- 1 breathing barrier (with one-way valve)
- 2 pairs of non latex gloves (large size)
- scissors
- 1 roller bandage (10 cm wide)



- 1 roller bandage (8 cm wide)
- 5 sterile gauze pads (7.5 x 7.5 cm)
- 5 sterile gauze pads (10x10 inches)
- 2 triangular bandages
- first aid instruction booklet

<b>Approved by:</b>	SLT
<b>Date:</b>	August 2022
<b>Review:</b>	August 2023