



**PRIMA**  
INTERNATIONAL SCHOOL BELGRADE

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## HEALTH AND SAFETY POLICY



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### Introduction

PRIMA International School Management and the School Board are committed to ensuring the health and safety of staff members, students and all visitors to the school. We aim to:

- ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips;
- establish and maintain safe working procedures for staff and students;
- provide and maintain a safe building and safe equipment for use in the school;
- develop safety awareness, by appropriate training if necessary, amongst staff, students and others who help in the school;
- formulate and implement effective procedures for use in the event of fire and other emergencies;
- investigate accidents and take steps to prevent a re-occurrence.

### Roles and Responsibilities

All participants in school life have their respective roles and responsibilities as outlined below.

The School Board and Director shall:

- adopt school policies;
- monitor and review health and safety issues;
- ensure that adequate resources for health and safety are available;
- ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe;
- maintain the premises in a condition that is safe and without significant risk;
- provide a working environment that is safe and healthy;
- review and monitor the effectiveness of this policy.



The Head Teachers are responsible for the day to day running of the school. They shall:

- promote a positive, open health and safety culture in the school;
- report to the School Board on key health and safety issues;
- ensure that all staff co-operate with the policy;
- develop and implement safety procedures;
- ensure that risk assessments are reviewed on an annual basis;
- ensure relevant staff have access to appropriate training.

School staff members shall:

- read the Health and Safety Policy;
- comply with the school's health and safety arrangements;
- take reasonable care of their own and other people's health and safety;
- leave the classroom/playground/office in a reasonably tidy and safe condition;
- follow safety instructions when using equipment;
- supervise students and advise them on how to use equipment safely;
- report practices, equipment or physical conditions that may be hazardous to the Head Teacher;
- follow the accident reporting procedure;
- contribute to and highlight any gaps in the school's risk assessments.

In accordance with the school rules and procedures on discipline, students shall:

- follow safety and hygiene rules intended to protect the health and safety of themselves and others;
- follow safety instructions of teaching and support staff, especially in an emergency.
- report to a teacher or other school staff member any health and safety concerns that they may have.

### **Accidents and Incident Reporting**

All accidents and incidents in PRIMA International School shall be reported to the Head Teacher and/or Director.

Accident/incident reports shall be made by a staff member supervising the student(s) at the time of said accident/incident. There is an Accident Book to log all reports at the Reception Desk.

