Britannica International School, Budapest

A MEMBER OF ARISTON EDUCATION

Health and Safety Policy

Approved by:	M W Clack, Principal	**Last reviewed on:**	23.09.2025
Date:	23.09.2025	**Next review due by:**	30.09.2026

1. 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.

2. Legislation

This policy is governed by applicable Hungarian occupational safety, fire safety, public health and employment requirements. UK terminology is used only where it represents an adopted good-practice standard and not as a statement of Hungarian legal jurisdiction.

3. Roles and responsibilities

3.1 The School Board

The School Board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Principal.
The School 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 School Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

On behalf of the School Board, the Director of Education will hold the Principal accountable for implementation of this policy.

3.2 Principal

The Principal 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.
- Providing adequate training for school staff

- Reporting to the Director of Education/ School 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 and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, the Business Manager assumes the above day-to-day health and safety responsibilities.

3.3 Health and Safety Lead/ Officer

The nominated health and safety lead is The Facilities Manager, with close cooperation with the designated 3rd party Health and Safety advisor.

3.4 Staff

School staff have a duty to take care of students in the same way that a prudent parent/carer 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.

3.5 Students and parents/carers

Students and parents/carers 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.

3.6 Contractors

Contractors will agree health and safety practices with the Principal before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The Facilities 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 Facilities manager is the key holder and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Emergency evacuations are practised at least once a term. The fire alarm is a loud continuous buzzer. Fire alarm testing will take place once a week. 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. These are at the school's sportfield.
- Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day.
- The Principal will take a register of all staff.
- 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.The appropriate local regulations are listed in the School's Fire, Alarm and Evacuation procedure.
A fire safety checklist can be found in appendix 1.

6. Control of hazardous substances

Schools are required to control hazardous substances, which 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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Facility Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
Any hazardous products are disposed of in accordance with specific disposal procedures.
Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent and appropriately authorised contractor in accordance with Hungarian requirements.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.

6.2 Legionella

- A water risk assessment has been completed on monthly by the Facility manager, who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

- This risk assessment will be reviewed every month and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the appropriate measurements.

6.3 Asbestos

- 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 that 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.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
When new equipment is purchased, it is checked to ensure 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.

7.1 Electrical equipment

- All staff are responsible for ensuring 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 Facility Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- 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.

7.2 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 the gym floor or other apparatus will be reported to the Facility Manager.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

7.4 Specialist equipment

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

8. 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
- Remote working, self-isolation and/or remote learning

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 will be informed about where the member of staff is and when they are likely to return.
The lone worker will ensure they are medically fit to work alone.

9. 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 Facility manager retains 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.

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.
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 and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

11. 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.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents/carers' contact details.
- There will always be at least one first aider on school trips and visits.

For Early Years provision:

- For trips and visits with students in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate.
- For other trips, there will always be at least one first aider on school trips and visits.

12. 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.

13. 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 their line manager/Principal immediately. This applies to violence from students, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

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

15.1 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.

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked 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.
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly.

15.5 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.

15.6 Laundry

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

15.7 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.

15.8 Animals

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from students.
- Supervise students when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.
We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and students to regularly wash their hands with soap and water or a hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

15.10 Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by local/ national agencies and other government guidance.
In the event of an epidemic/pandemic, we will follow advice from local/ national agencies about the appropriate course of action.

16. 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.

17. Accident reporting

In addition to the below, schools fulfills any obligations to report accident and first aid records to local/ national agencies.

17.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the student's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of three years (or compliant with local/ national requirements),

17.2 Reporting to the Health and Safety Agency/ Ministry of Health/ Labour

The School Nurse will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as required by local/ national regulations.
The School Nurse will report these to the local/ national agency as soon as is reasonably practicable and in any event as to be compliant with local/ national regulations).

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are: fractures (other than to fingers, thumbs and toes); amputations; any injury likely to lead to permanent loss of sight or reduction in sight; any crush injury to the head or torso causing damage to the brain or internal organs; serious burns (including scalding) covering more than 10% of the whole body's total surface area, or causing significant damage to the eyes, respiratory system or other vital organs; any scalping requiring hospital treatment; any loss of consciousness caused by head injury or asphyxia; and any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to: the collapse or failure of load-bearing parts of lifts and lifting equipment; the accidental release of a biological agent likely to cause severe human illness; the accidental release or escape of any substance that may cause a serious injury or damage to health; and an electrical short circuit or overload causing a fire or explosion

Students and other people who are not at work (e.g., visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- The way equipment or substances were used (e.g., lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g., poorly maintained or slippery floors)

17.3 Notifying parents/carers

The Head of Primary will inform parents/carers of any accident or injury sustained by a student in the Early Years Foundation Stage, and any first aid treatment given on the same day, or as soon as reasonably practicable.

17.4 Reporting to child protection agencies

The School Nurse will notify the local child protection agencies of any serious accident or injury to, or the death of, a student in the Early Years Foundation Stage while in the school's care.

18. Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

19. Monitoring

This policy will be reviewed at least annually and sooner following a serious incident, significant change in premises or activities, or material change in applicable requirements. At every review, the policy will be approved by the Director of Education on behalf of the School Board.

20. Links with other policies

This health and safety policy links to the following policies:

- Critical Incident Policy
- Crisis Management Handbook
- Evacuation Policy
- Intimate Care policy
- Lockdown Policy
- Risk Assessment Policy
- Staff Behaviour Policy/ Code of Conduct
- Staff Handbook
- Trips and visit policy
- Safeguarding and child protection Policy
- Positive behaviour policy and procedures

Appendix 1. Fire safety checklist

This checklist must be used alongside applicable Hungarian requirements and the school's current fire-safety arrangements.

Issue to check	Yes/No
Are fire regulations prominently displayed?	Y
Is fire-fighting equipment, including fire blankets, in place?	Y
Does fire-fighting equipment give details for the type of fire it should be used for?	Y
Are fire exits clearly labelled?	Y
Are fire doors fitted with self-closing mechanisms?	Y
Are flammable materials stored away from open flames?	Y
Do all staff and students understand what to do in the event of a fire?	Y
Can you easily hear the fire alarm from all areas?	Y

Appendix 2. Accident report

This checklist must be used alongside applicable Hungarian requirements and the school's current fire-safety arrangements.

Field	Details
Name of injured person	
Role/class	
Date and time of incident	
Location of incident	
Incident details	Describe in detail what happened, how it happened and what injuries the person incurred.
Action taken	Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.
Follow-up action required	Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.
Name of person attending the incident	
Signature / Date	

Appendix 3. Asbestos record

This record must reflect the school's verified site survey and current premises information. Example entries must not be treated as evidence of asbestos at the school.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White
Storeroom	Pipes	6 x 3m	Metal case	Good	Medium	Unknown