



## **SAPIENS INNOVATIVE SCHOOL**

### **Health and Safety Policy**

#### **1. Purpose**

This policy outlines the health and safety standards of Sapiens Innovative School to ensure a secure, clean, and supportive environment for students, staff, and visitors. The well-being of our community is essential to achieving our educational mission.

#### **2. Legal Framework**

This policy is based on:

- Polish national regulations for occupational health and school safety
- EU Health and Safety directives
- Cambridge International's expectations for safe school environments

#### **3. Responsibilities**

##### **School Leadership**

- Ensures compliance with safety laws and internal procedures
- Provides appropriate resources and training
- Conducts regular risk assessments

##### **Staff and Tutors**

- Monitor their teaching and learning environments
- Report hazards immediately
- Support students in following safety procedures

##### **Students and Parents**

- Follow established safety rules
- Report concerns or hazards to staff

#### **4. Physical Environment**

- All classrooms and common spaces are regularly inspected and maintained
- Emergency exits are marked and unobstructed
- First aid kits are accessible and checked monthly
- Hazardous materials (cleaning supplies, etc.) are stored securely
- Safe food hygiene practices are followed on site



## **5. Emergency Preparedness**

- Fire safety drills conducted at least twice per year
- All staff trained annually in fire safety and evacuation procedures
- First aid training provided for designated personnel
- Crisis protocols for medical emergencies, injuries, or external threats are in place

## **6. Health and Hygiene**

- Handwashing and sanitation facilities available throughout the school
- Daily cleaning procedures in all learning and shared areas
- Sick students are monitored and isolated if necessary until a guardian arrives
- Parents are informed immediately in case of sudden illness or injury

## **7. Risk Assessment and Incident Reporting**

- Regular inspections are carried out by the health and safety officer
- Any accidents or near misses are documented in an incident log
- Reports are analysed and used to inform future risk prevention

## **8. Monitoring and Review**

This policy is reviewed annually, or sooner if required by changes in law or school circumstances. Feedback from staff, students, and families is welcomed in improving safety procedures.

**Approved by**

**Olena Tkachova**

**Headmaster**

**06.06.2025**