Maria International School of Bucharest

Resilience Respect Compassion Integrity Responsibility

Health and Safety Policy

Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence, whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and dare to make mistakes.

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

Our Values

Resilience - We will handle adversity and problems with a mentality that enables us to keep going and do better.

Respect - We treat others with dignity, empathy and equality through our words and actions.

Compassion - We are kind, caring and will help everyone to be the best they can be.

Integrity - We are open, honest and act with good morals and ethics in all situations.

Responsibility - We ensure our own work, learning and duties are completed in a timely manner and to a high standard.

Introduction

Maria International recognises and places great importance on the health and safety of all in its community. Maria International, therefore, ensures its commitment to developing and maintaining a safe environment for all who use and enter Maria International's school facilities.

This Health and Safety Policy should be read and used in conjunction with other Maria International Policies and Key Documents such as:

- Crisis Management Policy
- First Aid Policy
- Health and Safety Audit

- Risk Assessment Policy
- Staff Code of Conduct
- Staff Handbook
- Child Protection and Safeguarding Policy

Health and Safety form a critical strand of Maria International's approach to, and implementation of, safeguarding throughout the school and its community. Maria International believes that health and safety are integral to ensuring that students and staff can work in an environment that is conducive to learning, success and growth. Maria international will therefore liaise with local external agencies such as the local police and fire department to ensure that the highest safety standards are met and achieved.

Maria International recognises that it is important for all members of the school community to take an active role in ensuring the promotion, development and maintaining of positive health and safety standards. Therefore, achieving and maintaining a high standard of safety in the school requires that staff, visitors, students and contractors are aware of their respective responsibilities and act accordingly.

Maria International always requires all members of its community to conduct themselves so that they do not pose a risk to their own, or others' Health and Safety. It is the responsibility of all individuals in the Maria International community to maintain their practice and work areas so that they are as safe as possible and to assess the risks of each activity. Maria International students and staff are expected to behave in a way that ensures their own and others' Health and Safety; all staff members are expected to guide students in such safe behaviour.

Policy Statements

It is Maria International School's policy that any and all available resources will be used in school to:

- Educate students in safe working practices
- Encourage awareness of staff, visitors, contractors and students regarding Health & Safety issues
- Provide a safe and healthy working environment for teaching, learning and working;
- Identify and prevent hazards
- Safely eliminate or isolate hazards that arise within the environment
- Maria International will minimise the effects of hazards if they cannot be practicably eliminated or totally isolated
- Maintain the cleanliness and state of the building
- Provide safe systems of working to ensure the Health & Safety at work of students and staff

- Provide necessary safe machinery and equipment
- Manage and maintain the use of personal protective equipment
- Provide advice and adequate information and training on Health & Safety at Work and fire prevention
- Ensure that all employees, students, contractors and visitors follow safety procedures and are aware of the evacuation arrangements
- Ensure that evacuation instructions and/or maps are available in all areas
- Provide safe storage for necessary dangerous materials and substances
- Provide adequate first-aid facilities
- Establish practice and maintain effective emergency evacuation procedures, including notification of exit routes and alternative exit routes in each area
- Maintain a record of received written Health & Safety issues, accident book and evacuation records
- Notify parents by telephone or letter in the event of a head injury or other accident of a more serious nature
- Monitor and review regularly the Health & Safety procedures
- Review this policy annually

The principles and statements above will be managed and maintained in the following ways:

- Ensuring that risk assessment is the responsibility of every member of the Maria International community
- Ensuring teachers are trained and understand that they are responsible for maintaining their own Health and Safety in any area they are working in, through the use of relevant equipment and training
- There should be no cables left trailing
- Resources should be stored in a safe, tidy and careful manner
- Any Health and Safety issues should be reported using the appropriate form (Building Maintenance Ticketing Report) so that the DSL can then communicate with the relevant staff to address the issue.
- The Maria International Senior Leadership Team will conduct regular Health and Safety checks throughout the school and address any areas of concern
- The Health and Safety checklist will be reviewed regularly
- Evacuation and Lockdown procedures will be carried out every term to simulate as closely as possible a real emergency

Other Important Points

- All students should walk around the school corridors etc.
- No student is allowed on the roof areas or outside the school grounds without adult supervision.

- Staff are always required to wear their identification badge.
- Other than staff, all other personnel, on arrival at all campuses must obtain a Visitor's Pass and report to the office to declare themselves before engaging in any official business within the school.
- The school entrance must be kept closed and guarded during the school day so that all visitors must ask for admittance.
- The students should not be loitering in the toilet areas.
- Staff on duty must be walking around the patrol area keeping maximum vigilance.
- Alcohol, smoking and non-prescribed drugs are banned from the school premises.
- In P.E. and swimming lessons additional rules apply as per the teacher's instructions to the students.
- On school trips, there is a minimum ratio of 1 adult to every 10 children or part number of 10. There must be more adults for younger children.

Review and Evaluation

This policy is to be renewed, evaluated and appropriately updated annually by the Maria International leadership team and Head Teacher.

Date of next review: 15/08/2025

Prepared/Updated by: Nicholette Vicol **Date:** 19/11/2024

Approved by: Alice Bleiu **Date**: 23/11/2024

This policy is to be reviewed **annually** and updated as and when relevant changes occur.

Building Maintenance Ticketing Report

Health and Safety

Date & Time		
Name, Position and Role of Reporter		
Location & Type of issue		
Detailed description of the issue		
Immediate actions taken (if applicable)		
Additional comments & recommendations		
Reported by (Name & position)		
Signature of Reporter		

Thank you for reporting this issue. Ensuring a safe and secure environment for our students and staff is our priority.

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Building Maintenance Ticketing Report

Health and Safety

For DSL use only		
Actions taken		
Follow-up notes		
DSL Name & Signature		
Date of review		

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