



# Policy on Health and Safety

November 2018

# Statement of Health and Safety and Welfare Policy

*The Riverside School Board acknowledge that it has the prime responsibility for health and safety and that the Director and Heads of Schools have specific responsibilities to manage health and safety at the school level.*

*The Principal Liaison Officer, as the health and safety coordinator has the principal duty in the school for ensuring implementation of guidance and codes of practice.*

*This duty extends to ensuring that:*

- **Working conditions and environment**
- **Substances used**
- **Equipment provided, and**
- **Working methods adopted**

*do not impair the well-being of any employee, or any other person, including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.*

*This policy has regard to the UK Guidance, 'Health and Safety of Pupils on Educational Visits' and the UK Guidance, 'Health and Safety: Responsibilities and Powers'.*

*This policy document has been adopted by the whole Riverside Board and is signed by the Chair of the Board on its behalf.*

*The policy is also signed by the Director and the Health and Safety Coordinator for the school.*

# GENERAL GUIDELINES

1. *establish and maintain a safe and healthy environment throughout the school;*
2. *establish and maintain safe working procedures among staff and students;*
3. *make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;*
4. *ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;*
5. *maintain all areas under the control of the Board and Director in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;*
6. *formulate effective procedures for use in case of fire and for evacuating the school premises;*
7. *lay down procedures to be followed in case of accident;*
8. *teach safety as part of students' duties where appropriate;*
9. *provide and maintain adequate welfare facilities.*

## Responsibility of the Riverside Board and Director

**The Riverside Board and Director are responsible for implementing this policy within the school. In particular they will:**

1. *monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;*
2. *prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;*
3. *make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines;*
4. *make arrangements for the implementation of the school's accident reporting procedure and draw this to the attention of all staff at the school as necessary;*
5. *make arrangements for informing staff and students, of relevant safety procedures. Other users of the school will be appropriately informed;*
6. *ensure that regular safety inspections are undertaken (a Health & Safety team will inspect all school premises and property once a term.);*
7. *arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety Committee;*
8. *monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;*
9. *identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Board and Director in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.*

## **Duties of the Health and Safety Representative**

### **The delegated person shall:**

1. *assist in the implementation, monitoring and development of the safety policy within the school;*
2. *monitor general advice on safety matters and advise on its application to the school;*
3. *co-ordinate arrangements for the design and implementation of safe working practices within the school;*
4. *investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;*
5. *order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Board and Director;*
6. *assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;*
7. *ensure that staff with control of resources (both financial and other) give due regard to safety;*
8. *co-ordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained.*

## **Responsibilities of Staff Towards Students and Others in their Care**

### **All staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision, in particular, they will monitor their own work activities and take all reasonable steps to:**

1. *exercise effective supervision over all those for whom they are responsible, including students;*
2. *be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;*
3. *ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;*
4. *provide written job instructions, warning notices and signs as appropriate;*
5. *provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;*
6. *minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;*
7. *evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;*
8. *provide the opportunity for discussion of health and safety arrangements;*
9. *investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;*
10. *provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;*
11. *where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.*

*When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to their line manager.*

## Responsibilities of all Employees

### **All employees have a responsibility under the Act to:**

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate in meeting statutory requirements and not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the appropriate Head of School;
4. ensure that tools and equipment are in good condition and report any defects to the appropriate Head of School;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the appropriate Head of School.

*Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements she/he must draw these to the attention of their line manager.*

### **Please note the following:**

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## Responsibilities of Students

### **All students are expected, within their expertise and ability to:**

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

*The school will make students (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.*

## Visitors

*Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.*

## Fire and Emergency Evacuation Procedures

1. *The school's procedures for fire and emergency evacuation are posted in the school entrances.*
2. *These procedures will be updated as appropriate.*
3. *The log book for the recording and evaluation of practice and evacuation drills is available.*

## Fire Prevention Equipment

*Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.*

## First Aid and Accident Reporting Procedures

1. *First aid is available through the School Nurse and appointed First Aid Staff.*
2. *The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the School Nurse. The accident books are located in the School Offices.*
3. *The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.*

# ORGANISATION

*The Heads of Schools have the responsibility for day-to-day management of health and safety issues.  
The Principal Liaison Officer is the health and safety coordinator.*

*All staff should have regard to their own health and safety and that of the others including students, clients, visitors and colleagues. They should communicate any concerns to the appropriate person so that any potential hazards can be quickly rectified.*

*Staff should use the appropriate health and safety form to report any health and safety issues in the first instance.  
This form will be used to track any health and safety issues reported.*

## Health and Safety Committee

*The Health and Safety Committee will normally compose:*

*The Principal Liaison Officer (Chair)  
The Heads of Schools  
A Representative of each School*

### **Advisory:**

*The Director  
The School Janitors  
The Site Manager*

*Notwithstanding, all staff have a responsibility for their work areas and the school premises and environment.*

## Health & Safety Policy Review

- ***The school's health & safety policy will be reviewed by the health & safety committee on an annual basis and approved by the Riverside Board.***
- ***Health and safety issues identified during the year will be added to the schools Development Plan.***
- ***The health and safety policy will be accessible to the staff in the school office.***

## Communication and Information Management

- ***A report identifying health and safety issues reported and their outcomes will be presented to the school board at their termly meetings.***
- ***Health and safety committee members will assess the schools each term to investigate any health and safety issues and undertake a risk assessment of the school twice each year.***
- ***The health and safety committee will pass on any relevant information to the appropriate departments within the school. Records concerning specific curriculum subjects will be kept by the departments involved for future use.***
- ***Heads of department must acknowledge their specific responsibility for managing curriculum specific information and keeping the school's health and safety committee informed about new information and guidance via the school health and safety coordinator.***
- ***Staff will be given information through a staff memo system or at staff meetings.***
- ***There is specific information regarding health and safety held in the school office which is accessible to all staff members.***

## **Items include:**

- *The school health and safety policy*
- *Notes from the health and safety committee. Their findings/comments on issues concerned.*
- *The major and minor incident reporting procedure*
- *The Health and Safety Coordinator is responsible for physically keeping the Health and Safety Manual updated.*

## **Critical Incident Management**

- *In the event of a critical incident - staff should contact the person responsible for dealing with this situation and receive specific guidance on the situation.*

## **Health and Safety Induction Training**

*All staff must receive adequate induction training including training which is matched to their specific work and responsibilities. A general checklist for use with employees is available (see appendix 1). This includes both basic and more specialized criteria, depending on the need of the appointed person.*

### **Routine update training**

- *Routine updating training will normally be addressed as a whole school issue and carried out on Inset days and in place of Staff Meetings.*

### **Personal Safety procedures and control of violence**

- *A policy is being designed to address abuse, threats and violence towards staff .*

### **School Security**

- *Visitors and people entering the building are monitored. All visitors must sign in at the school office and be issued with a badge or label. Secure entrances and CCTV cameras limit and monitor access to the school.*
- *A list of school key holders is available in each school office.*



# PLANNED SAFETY CHECKS

## Procedures

- *The health and safety committee will meet termly and monitor developments and report to the whole school governing body.*
- *Staff have the responsibility for checking that their work areas are safe prior to certain activities, i.e., Head of PE. is responsible for checking sporting facilities both on and off site.*

## Equipment

- *All major equipment electrical etc. is checked by the site manager.*
- *Portable electrical equipment is tested annually.*
- *All departments hold equipment registers.*

## Premises

- *Management hold the major responsibility for the school premises.*
- *Staff are responsible for checking their work areas, classrooms etc and ensuring that all fire exits are kept clear at all times.*

## Incident Reporting/Investigation

- *An incident form is available for general use and is kept in the school office.*
- *Staff members are responsible for the completion of these forms. There is also a local incident book for minor incidents in the school office.*
- *All incidents are subject to investigation as appropriate with a view to preventing recurrence.*

## Coordination of Risk Assessment Work

- *The health and safety committee decide on items for risk assessment when conducting routine inspections or in response to problems highlighted by staff.*
- *Hazards are observed as part of a routine inspection and staff and students are expected to report hazards as part of their responsibilities and daily routine.*

## Fire Procedures

- *A fire risk assessment has been completed.*
- *The evacuation procedures have been given to all staff, and all staff should be familiar with the nearest fire exits for their room.*
- *Fire action notices are displayed in all rooms and in the central corridors and social areas of the school.*
- *Fire extinguishers are regularly inspected and each fire extinguisher has a sign detailing its use.*
- *Fire drills are carried out termly. There may also be other fire drills at the discretion of the health and safety committee, these additional drills may also involve blocking off exits.*
- *The school fire alarm consists of an automatic / manual alarm in the High School and manual alarms in the Early Years, Primary and Junior High Schools. A backup hand bell is located in the Primary and Junior High School Offices.*
- *Fire Safety Training is given to all employees annually by the Fire Department*

## **First Aid - Training and Equipment**

- *The school maintains a system of a school nurse and a number of appointed first aiders and several support staff who are trained to deal with first aid.*
- *First aid equipment is available in the science labs and school offices.*
- *The school nurse and the appointed first aiders are responsible for monitoring the first aid kits and ensuring that the stocks are replenished when needed.*
- *A bin is provided for clinical waste with the appropriate bin liners.*
- *The school nurse is responsible for keeping records of the first aiders and when their certificates expire.*
- *A register is kept of all first aid administered in school, in the school office. Where first aid is necessary following an incident, the incident report form is completed.*
- *In the event of an injury the procedure is as follows:*
  - Summon school nurse/first aider*
  - School nurse/first aider assesses the injury*
  - If an emergency dial for an ambulance or contact a local doctor*
  - If the injury requires a doctor, office staff will acquire parental consent*

## **Vehicle Control and Pedestrian Safety**

- *Staff vehicles, visitors, delivery vehicles, vehicles belonging to persons working on site are permitted to enter the approved parking areas.*
- *Refuse collection vehicles have an arranged time to collect refuse before lessons.*

## **Well Being Co-ordinator**

- *Because of the supportive Christian ethos of the school all staff are required to commit to the welfare of others, the school does not have a specified well-being coordinator.*
- *The school acknowledges that staff may from time to time suffer from stress. Once this has been notified, support for the individual is provided directly from the senior management of the school.*

## **Child Protection Procedures**

- *There is a school child protection policy. All staff are given guidance on this issue and there are appointed child protection officers.*

## **Supporting Students with Medical Needs**

- *The latest guidelines are followed*

## **Premises Security**

- *All senior management and staff are responsible for the security of the premises. Please refer to the security policy.*

## Contractors/Visitors on Site

- Contractors/visitors are required to report to the school office.
- They are briefed by the person who has requested their services.
- It is the responsibility of the health and safety committee to ensure that contractors perform safely on site in order to prevent danger to people other than the contractor's staff.

## Outside Lettings

- The school is available for certain non profitable outside lettings that are permitted at the school management discretion.

### Task

### Name of person responsible

Health and Safety Policy review	Health & Safety Committee
Communication and Information management	The Heads of Schools
Critical Incident Management	The Director
Health and Safety induction training	Health & Safety Coordinator
Routine update training	Health & Safety Coordinator
Personal safety procedures	Individual Staff
Planned checks (procedures)	School H&S reps
Planned checks (equipment)	Department responsible for equipment
Planned checks (premises)	Health & Safety committee
Incident report/investigation	The Heads of Schools
Coordination of risk assessment work	The Principal Liaison Officer
Fire procedures including personal emergency evacuation plans	The Heads of Schools
Building repairs and alterations	The Site Manager
First aid (training and equipment)	School Nurse / First Aiders
Vehicle control/ pedestrian safety	Staff on duty
Educational visitor coordinator (EVC)	Office Staff
Stress and wellbeing	Whole School
Child protection	Child protection coordinator
Supporting pupils' with medical needs	School Nurse
Premises security	Heads of Schools
Contractors on site	School Janitors
Outside lettings	The Director

## Next Review

This policy is to be reviewed in November 2019.

# RISK ASSESSMENT IN THE SCHOOL BUILDING

*Building .....*

*Reported by:*

*Date:*

<i>NATURE OF HAZARD</i>	<i>LOCATION OF HAZARD</i>	<i>WHO IS AT RISK AND HOW</i>	<i>RISK Low / Moderate / High EVALUATION/ACTION</i>



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## Policy for Water Sport Equipment Storage

All Water Sports Equipment is to be stored in a cool and dry place, away from the sun and extreme heat that could cause damage to the equipment.

**The Canoes and all Water Safety Equipment is currently being stored at:**

- Advent-Orion, spol. s r. o. Roztocká 5/44 , 160 00 Praha 6-Sedlec

**The Kayaks are being stored at:**

- A shed on the Junior High School Campus Praha 6-Sedlec

## Policy for Water Sport Equipment Checks

All water sports equipment that is involved in, or ensures ones safety must be checked on a regular basis. Any equipment that is deemed unfit for use will be repaired or disposed of immediately. The following is an outline of Riverside School's Equipment Check Guidelines:

### Life Vests

- Life vests on students are checked each time a student goes onto the water. This check will include checking for a working whistle, and tight/working zips and buckles as well as appropriate size.
- All life vests will be inspected before each season of use (ie the fall term in September and the Spring term in April). This check will include checking for signs of aging, such as fading or tears to strap or casing, broken buckles and zips. Give the belts and tie tapes a quick, hard pull to make sure they are secure. You should find no signs of water logging, mildew odor or shrinkage of the buoyant materials.

### Canoes

- Blow up canoes are checked for leaks or signs of leaks after each use
- The hulls of the canoes will be inspected before each season of use (ie the fall term in September and the Spring term in April). The entirety of the canoe will be examined for scrapes, and leaks. The seats will be inspected for stability and security inside the boat. Valves will be checked for leaks and proper function. Check that bow and stern ropes are attached and that the rope has no worn spots

### Kayaks

- The hulls of the kayak will be inspected before each season of use (ie the fall term in September and the Spring term in April). The entirety of the hull will be examined for cracks or chips. The foot supports and thigh braces will be examined to ensure they operate correctly and are not coming apart in any way. Back Rests will be checked to ensure they can be adjusted as well as the buckles, latches, and adjustment points that they are not brittle, corroded, or bound



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- Before each use, check that the drain plug is in the boat, is attached to the boat by a cord or other mechanism, and that the o-ring is present and making a good seal when it is screwed in

### **Paddles (Canoe and Kayak)**

All Paddles will be inspected before each season of use (ie the fall term in September and the Spring term in April).

- Inspecting Canoe Paddle Handles: Inspect the canoe paddle handles that they have not spun and are properly and securely attached to the shaft.
- Inspect Paddle Blades: Check that the blades of kayak and canoe paddles are rotated the way they should be and will not spin or change their position.
- Inspect Paddle Shaft: Make sure the shaft is not showing any signs of stress cracks or damage. Flip the paddle over to hear if there is any water in it.

### **Ropes**

- All rope and throw bags will be inspected before each season of use (ie the fall term in September and the Spring term in April). Inspect that there are no tears, rips, or holes in the actual bag. Inspect the rope for abrasions or worn spots. Check that the rope is attached properly to the bag. Also, make sure it is not knotted in any way. Check that the mechanism for keeping the bag closed is functional (ie the Velcro or straps)

### **Kayak Float Bags**

Kayak float bags will be inspected before each season of use (ie the fall term in September and the Spring term in April).

- Valves- Make sure the valves open and close and will inflate the bag as intended.
- Tube- Check that the tube is free from cracks or cuts. Also check all connections from the tube to the valve and from the tube to the bag.
- Float Bag- Inspect the bag for abrasions, tears, or rips.

### **Kayak Spray Decks**

- During each use check spray deck release strap is accessible and that spray deck is fitted tightly
- Kayak spray will be inspected before each season of use (ie the fall term in September and the Spring term in April). This check will include checking for signs of aging, such as fading or tears to neoprene or straps. Check for tight and secure fit on kayaks

### **Rowing Equipment**

- All Rowing equipment will be checked according to the policy of Bohemia Praha Rowing

**If any Life Vest is deemed unfit, it must be destroyed and disposed of immediately**  
**Any other gear deemed unfit must be removed immediately for repair**  
**Sign and date the inspection log after year seasonal inspection**



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## Late Back Policy

It is important that designated school staff are aware of when groups are leaving school grounds for any reason. The following policy is designed to ensure safe return of groups leaving school grounds, or designated areas of stay (camp site, hotel etc.)

### This will be achieved by the following actions:

- A provisional program of the activity will be outlined.
- Program outline will be given to member of staff remaining behind, this will be the "designated person" (eg. school secretary, principal).
- All members of staff will carry a mobile phone(or other appropriate contact method such as VHF Radio, land line or Satellite telephone) during activities so as to ensure there is at least one phone per activity group.
- An agreed upon contact time will be established between designated person and leaders of activity.
- Leaders of activity will adhere strictly to the agreed upon contact times.
- If an activity is anticipated to extend beyond the planned timings then the leader of the activity should inform the other leaders and/or designated staff member, via phone or by other such means that ensures that the message is received.
- Planned activity overruns are only advisable if in doing so subsequent activities are not affected or other groups activities are not affected adversely in any way and parents are notified beforehand .
- Before departure all groups are trained on appropriate emergency procedure in the event that a group becomes lost.

### Unplanned overruns:

- A group not either making contact or returning to area of stay at the planned time should be immediately contacted via phone or other such means as to establish a positive contact in order to ascertain the missing groups status.
- In the event of an unplanned overrun happening and contact having been made with the missing group, the designated person must inform all people awaiting return of group (eg parents waiting at school).
- If it is more appropriate, activity leaders will notify parents or have students notify parents.



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### **In the event of the overrun being the result of a significant incident or injury:**

- The emergency should be dealt with as priority.
- Leaders on activity are to contact designated person to notify of lateness and actions taken.
- Designated person will then contact families or emergency contacts informing them of all necessary details of the emergency.

### **In the event that a group is late and unable to be contacted:**

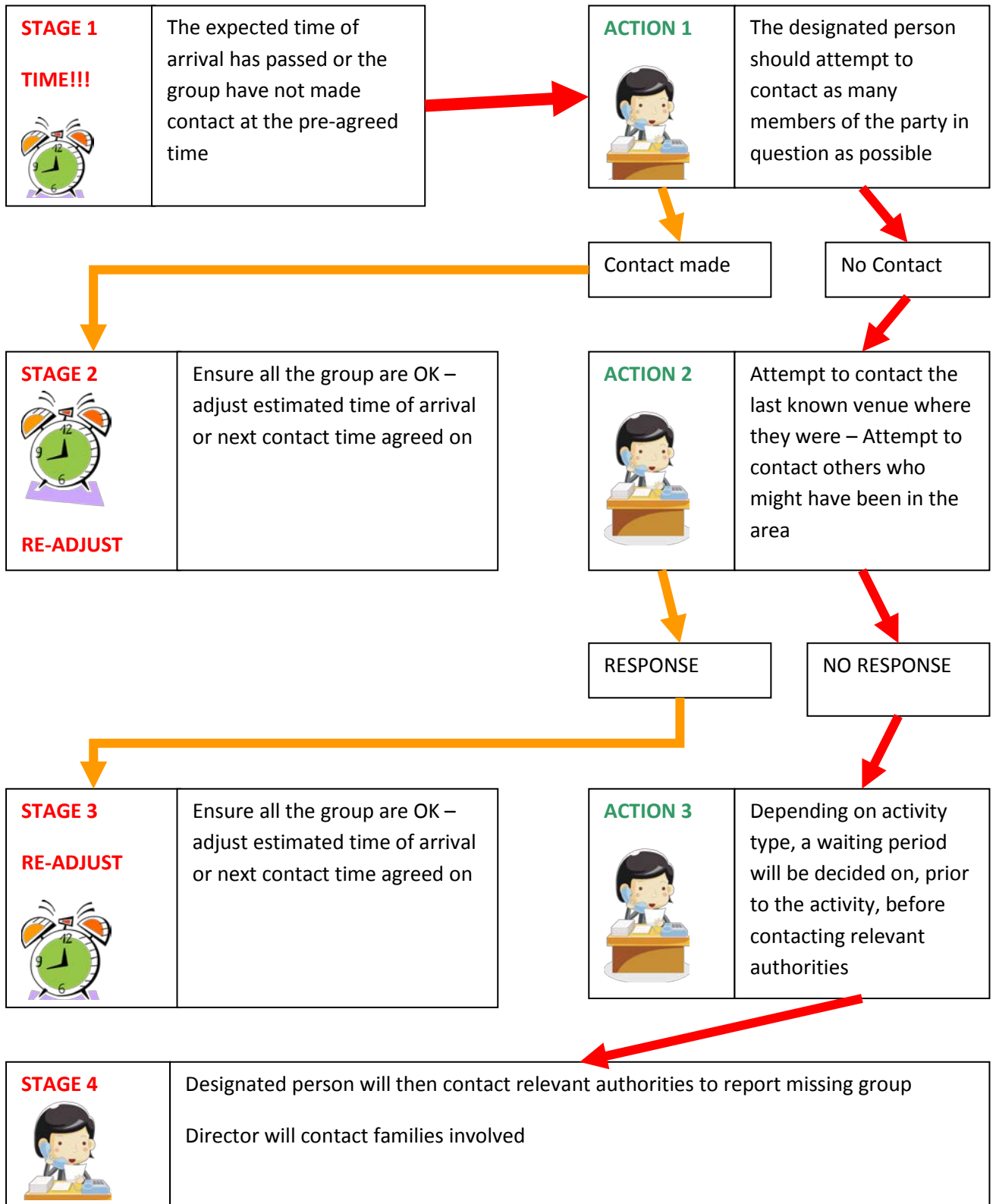
- The designated person should attempt to contact as many members of the party in question as possible.
- If no contact can be made, the designated person should contact the Director/principal immediately.
- The designated person should then attempt to contact the last known venue where they were – Attempt to contact others who might have been in the area.
- Depending on activity type, a waiting period will be decided on, prior to the activity, before contacting relevant authorities.
- Designated person/principal/director will then contact relevant authorities to report missing group.
- Director/principal will contact families involved.
- In the event that contact is later made designated person will contact the local authorities to report group return.
- Director/principal will contact families to inform them of situation.

Next to be reviewed in November 2015  
By: Health and Safety Committee



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## NEAR MISS REPORT

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause injuries. It is everyone's responsibility to report and /or correct these potential accidents or incidents immediately. Please complete this form as a means to report these near-miss situations.

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

Time \_\_\_\_\_  am  pm

Please check all appropriate conditions:

- |   |  |
|---|--|
| <input type="checkbox"/> Unsafe Act       | <input type="checkbox"/> Unsafe Condition        |
| <input type="checkbox"/> Unsafe equipment | <input type="checkbox"/> Unsafe use of equipment |

Description of incident or potential hazard: \_\_\_\_\_

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

## NEAR MISS INVESTIGATION

To be completed by line manager or coordinator

Description of near-miss condition: \_\_\_\_\_

Causes (primary & contributing):

Corrective action taken *(Remove the hazard, replace, repair, or retrain in the proper procedures for the task)*

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

Not completed for the following reason:

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



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