

L E O N A R D O V . A C A D E M Y

L V A Č E S K O - B R I T S K Á
Z Á K L A D N Í Š K O L A A
G Y M N Á Z I U M



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Health and Safety Policy 2025/2026

Leonardo V Academy

Effective Date: September 2025

Next Review Date: August 2026

Approved by: School Governing Body

Responsible Person: Director of the International School

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Designation and Role Designation	Name	Role / Responsibility	Contact (email)
Founder	Mgr. Věra Komárová	Strategic oversight, governance, and school vision	principal@lvacademy.cz
IB & Principal / DSL (nom.)	Richard Jackson	Overall school leadership, complaints escalation, and safeguarding liaison	richard.jackson@lvacademy.cz
Mgr. et Mgr. Zdeňka Vašíčková	Czech School Director	Responsible for the leadership, statutory compliance, and operational oversight of the Czech educational programme, ensuring adherence to Czech national legislation and school governance requirements	zdenka.vasickova@lvacademy.cz
IB Coordinator	Maria Nevies	Responsible for overseeing the implementation, compliance, and quality assurance of the International Baccalaureate programmes, ensuring alignment with IB standards and practices.	maria.nieves@lvacademy.cz
Principal Deputy	Mgr. Jan Fiala Ph.D.	Operational leadership; investigation lead where delegated	jan.fiala@lvacademy.cz
Executive Manager	Michaela Mašková	Operational management; HR liaison for staff complaints	michaela.maskova@lvacademy.cz
Pastoral / Student Care	Kateřina Vanová	First response to welfare concerns; liaison with families	katerina.vanova@lvacademy.cz
Data Protection / IT Lead	Petr Pospíšil	Data protection advice: handling of personal data in complaints	petr.pospisil@lvacademy.cz
Reception / First Contact	Anna Šteinerová	Initial receipt and logging of complaints	anna.steinerova@lvacademy.cz

School name and address: Leonardo V. Academy, Dlouhá 34, Prague 1, Czech Republic

Important Child & General Safety Contact Information

Name	Contact Number
Police Department	158
Fire Department	150
Ambulance	155
International Aid Communication in Foreign Languages	112
Prague City Police	156
Department of Social and Legal Protection of Children	+ 420 222 805 244
Educational Psychologist (Prague 8)	+ 420 286 882 368
Canadian Medical Centre Child Psychiatrist	+420 235 360 133

1. Introduction

Leonardo V Academy (LVA) upholds the highest standards of health, safety, and welfare in accordance with:

- Czech legislation and the Ministry of Education, Youth & Sports (MŠMT)
- UK Department for Education statutory guidance
- British School Overseas (BSO) inspection standards

This policy outlines the Academy's commitment to safeguarding the well-being of students, staff, and visitors both on campus and during off-site activities. It is reviewed annually, with specific checks (e.g. fire safety, emergency procedures) reviewed more frequently as detailed in Section 2.2.

1.1 General Statement

Leonardo V Academy recognises that a safe and healthy environment is essential to the success of its educational mission. All activities are conducted in compliance with statutory requirements and with safeguards to minimise risk to students, staff, contractors, and visitors.

The Academy aims to:

- Maintain high standards of accident prevention
- Operate within a clear organisational framework
- Ensure all staff are aware of their responsibilities

This policy is communicated to all employees and is subject to regular review. LVA considers health and safety responsibilities equal in importance to all other operational functions.

The Director of LVA ensures that adequate resources are allocated to maintain safe systems of work and a risk-free environment. Staff are expected to contribute actively to these objectives.

Where significant hazards are identified, standard operating procedures and safe working practices are developed and communicated to affected individuals. These measures are reviewed regularly and updated in response to experience, legal changes, or operational needs.

Training is a cornerstone of LVA's safety culture. The Academy utilises internal and external training resources, including those from MŠMT, professional bodies, and equipment suppliers.

All employees must:

- Work safely and responsibly
- Avoid endangering themselves or others
- Suggest improvements to health and safety standards

Teaching staff must ensure students understand and follow safety procedures. Protective clothing and equipment are provided where necessary and must be used appropriately.

Deliberate or repeated negligence by staff will result in disciplinary action. Students who endanger themselves or others may be excluded from activities following consultation with teachers and parents.

2. Structure

2.1 Czech Ministry of Education Checks

LVA is subject to regular inspections by the Ministry of Education, Youth and Sports (MŠMT), which oversees compliance with Czech educational and safety standards. The Academy maintains Health & Safety as a standing item on its administrative agenda and implements all recommended actions.

As a British School Overseas, LVA also conducts internal reviews aligned with UK Department for Education guidance and BSO standards. These reviews ensure continuous improvement and legal compliance.

2.2 Specific Roles & Responsibilities

2.2.1 School Director & Head of School Responsibilities

The Head of School is responsible for implementing this policy and ensuring statutory compliance. Responsibilities include:

- Allocating resources for health and safety
- Communicating the policy to all staff
- Conducting regular audits, inspections, and safety tours
- Ensuring emergency procedures and equipment are in place
- Appointing and training evacuation personnel
- Organising staff training and induction
- Reporting injuries and diseases
- Investigating accidents and near misses
- Ensuring hazardous substances are properly documented and communicated
- Delegating supervision and monitoring responsibilities within the staff team

2.2.2 Health & Safety Coordinator (Safeguarding Leads)

Designated Safeguarding Leads oversee operational safety and:

- Monitor and review procedures
 - Disseminate safety information
 - Identify training needs
 - Conduct risk assessments
 - Submit reports to the School Director
 - Investigate and record incidents
 - Manage fire procedures and drills
-

2.2.3 Individual Responsibility

All individuals on school premises must:

- Exercise care for themselves and others
- Maintain safe practices in their areas of responsibility
- Keep workspaces clean and substances properly stored
- Report accidents and injuries
- Familiarise themselves with this policy and follow safety instructions
- Use protective equipment correctly and report defects

Staff with specialist roles (e.g. science, trips) must ensure proper training and advise leadership on additional safety needs.

The appointed Health & Safety Officer ensures staff are informed of legislative changes and best practices. The First Aid lead ensures compliance with Czech and UK standards.

2.2.4 Arrangements for Carrying Out the Functions Allocated to Individual Emergency Procedures

Emergency procedures are based on risk assessments and aim to ensure safe evacuation of all individuals, including contractors and visitors.

2.2.5 Emergency Plan

- Emergencies are reported by the first person to detect them
- All staff are trained to assist with evacuation
- Teachers have defined supervisory roles

The emergency site plan includes:

- Escape routes, doorways, corridors, stairways

- Classroom and assembly space designations
 - Fire-fighting equipment locations
 - Assembly point location
-

2.2.6 Medical Matters

Sick children must remain with the Class Teacher until Safeguarding staff are contacted. Cleaning staff handle biohazard clean-up. Air fresheners may be used.

Children with a recordable temperature or known illness are sent home. Staff must be aware of known medical conditions and consult the medical log.

No staff member may administer medicine unless:

- It is prescribed by a GP
- Parent consent is provided
- The parent administers it directly

Appointments during school hours require proof and must be logged. No child may leave school without adult collection or written permission.

2.2.7 First Aid

The First Aid lead ensures compliance with:

- UK Health and Safety (First Aid) Regulations 1981
- Czech law and HSE guidance

Responsibilities include:

- Stocking approved first aid boxes
- Ensuring qualified first aiders are available
- Providing emergency treatments for substance misuse
- Maintaining medical logs and sharing relevant information with first aid staff
- Posting emergency notices and facility locations

All injuries must be reported immediately to the Head of School.

3. Procedures

3.1 Safety Checks & Service Procedures

The School Director of **Leonardo V Academy** holds overall responsibility for ensuring that all statutory fire safety requirements are met in accordance with:

- The **Health & Safety at Work Act 1974**
- The **Regulatory Reform (Fire Safety) Order 2005**
- Czech fire safety legislation, including the *Classification of Activities According to Fire Risk*
- BSO standards relating to welfare, premises, and safety

This responsibility includes ensuring that:

- All required fire safety certifications are valid and up to date
- Staff receive appropriate fire safety training
- Fire evacuation procedures are coordinated and rehearsed
- Students and staff understand their roles during an emergency

The School Director ensures that all staff are trained in:

- i) The correct response when hearing the fire alarm
- ii) The correct response when discovering a fire
- iii) How to raise the alarm and the location of alarm points
- iv) The location and safe use of firefighting equipment
- v) Escape routes and the identity of designated evacuation supervisors
- vi) The importance of fire doors and the need to close all doors and windows during evacuation

3.2 Fire Procedures

- i) Staff must refer to the official LVA fire evacuation map displayed throughout the building.
- ii) In the event of a major power failure, emergency lighting will activate in public areas. If the outage is prolonged, the school will close.
- iii) The designated competent persons responsible for supervising evacuations are:
 - The Head of School
 - The Deputy Head of School
 - The Site Manager

- iv) Additional emergency procedures apply in the event of explosions, chemical leaks, or the release of hazardous substances.

IF YOU DISCOVER A FIRE:

ACTIVATE THE NEAREST FIRE ALARM POINT. CLOSE ALL DOORS AND WINDOWS IF SAFE TO DO SO

IF YOU HEAR THE FIRE ALARM:

Gather all students immediately

Take the class register if accessible

Evacuate the building using the nearest safe exit

Proceed to the designated assembly point

Await instructions from the evacuation supervisors

All LVA staff and students are briefed on assembly point locations at the start of each academic year.

SECTION 4 — HEALTH & SAFETY DURING DAILY SCHOOL OPERATIONS

4.1 Morning Routine

The entrance and grounds of **Leonardo V Academy** are supervised from **08:00** each morning. Parents are expected to escort or send students directly into the school grounds and ensure they proceed to their designated classroom or supervised area.

Students must be inside the building by **08:30**, at which time external doors are secured in accordance with LVA's security and emergency procedures. Parents are discouraged from allowing children to wait unsupervised outside the school gates.

4.2 End of School Day Routine

At dismissal, students are expected to leave the premises promptly and travel home safely. Any student who is not collected will wait in the school office while staff contact parents or guardians.

In exceptional circumstances where a child remains uncollected and no guardian can be reached, LVA will follow statutory safeguarding procedures, which may include contacting the **Police** or **Social Services**.

4.3 Breaks

When the school bell sounds, students must return immediately to their designated classroom or next lesson.

Morning break runs from **10:00 to 10:20** and is supervised according to the daily duty rota.

Each class has:

- A designated line-up area
- A designated staircase
- A designated toilet area

Teachers escort classes during transitions, lunchtime, and dismissal to ensure safe movement throughout the building. LVA enforces a **no-running** and **keep-right** policy in corridors and stairways.

These routines support both operational efficiency and student safety.

4.4 Supervision of Students During Non-Curriculum Time

i) Students may be on school premises from **08:00 to 16:00**. ii) Some after-school activities extend to **17:00 or later** with prior notice. iii) Morning break is supervised according to the duty rota. iv) Lunchtime supervision includes the playground, dining hall, and adjacent areas.

Lunch Time: 11:50–12:20 At least **two staff members** are on duty.

Students must follow the behaviour expectations outlined in the **LVA Behaviour Policy** at all times.

4.5 Day-to-Day Security

Schools are potential targets for unauthorised entry, so LVA maintains strict security procedures.

- The main gate is controlled by a buzzer/entryphone system.
- Access codes are known only to staff and changed periodically.
- All other external doors remain closed during the school day.
- Unknown visitors must be challenged and escorted to the office.
- All visitors must sign in and wear identification.
- In any emergency, staff must call **158** (Police) without delay.

A security guard is stationed at all LVA sites to monitor daily activity.

Personal belongings should not be left unattended. Students have access to secure lockers; staff must lock classrooms when not in use.

LVA enforces a **strict no-smoking policy** across all premises, in line with Czech law.

4.6 General Rules for Children

These rules minimise risk and prevent unnecessary disputes:

i) Jewellery must be minimal. Only stud earrings are permitted. Hoop or dangling earrings and rings are prohibited due to injury risk. ii) All clothing should be clearly labelled. iii) Large sums of money must not be brought to school. Money for trips or collections must be handed in during morning registration. iv) Students may not carry hot liquids. v) Students must walk calmly, keep to the right, and follow teacher instructions during movement around the school.

4.7 Visitors & Security

All visitors must report to the LVA office immediately upon arrival. Anyone on site without authorisation will be challenged and may be asked to leave.

Visitor Safety Guidelines

i) Visitors must comply with LVA Health & Safety regulations. ii) Visitors must carry valid identification. iii) The fire alarm is a continuous ringing sound; visitors must evacuate to the designated assembly point. iv) Smoking is prohibited. v) All accidents must be reported to the office; first aid is available. vi) Visitors may not enter classrooms without staff supervision. vii) Visitors must sign out before leaving.

4.8 Contractors & Tradespeople

i) Contractors must comply with visitor procedures and provide evidence of competence. ii) Contractors may be required to submit their company Health & Safety Policy and relevant risk assessments. iii) Work that may disrupt teaching requires prior notice. iv) Contractors must cooperate with LVA in accordance with Czech law. v) Major works are overseen by the School Director and Head of School. vi) Where possible, disruptive work is scheduled during school holidays.

4.9 Risk Assessment & Safety Audits

The School Director and Head of School ensure that risk assessments are conducted regularly as part of annual safety audits.

Assessments identify:

- i) Hazards
- ii) The severity and likelihood of risks
- iii) Opportunities to eliminate risks
- iv) Control measures, monitoring, and training needs

Findings are recorded and reviewed.

4.10 Trips & Visits Away from School Premises

Before organising a trip, staff must confirm:

- The competence and qualifications of activity leaders
- The safety of the venue
- The availability of facilities (toilets, lunch areas, first aid)
- Insurance coverage
- Emergency procedures

A full **risk assessment** must be completed and approved by the Head of School.

4.11 Adventure Activities

Certain activities require licensed providers under Czech law and UK HSE guidance. These include:

i) Caving ii) Climbing (except on purpose-built walls) iii) Trekking in remote areas iv) Water sports on large or turbulent bodies of water

Schools do not require their own licence when activities are for their own students only.

4.12 Swimming

Swimming lessons must take place only in facilities with:

- Qualified lifeguards
- Appropriate rescue equipment
- Clear emergency procedures

Observers must be trained and positioned before students enter the pool.

4.13 Seat Belts in Buses

LVA ensures that all minibuses and coaches used for student transport comply with Czech Ministry of Transport regulations requiring seat belts.

4.14 Litter

LVA maintains all open areas free from litter in accordance with:

- Praha 8 municipal regulations
- Czech Environmental Impact Assessment Act (No. 244/1992)

4.15 Expected Standards of Cleanliness

The School Director monitors cleanliness standards to ensure compliance with Czech environmental regulations and ČIŽP (Czech Environmental Inspectorate) expectations.

4.16 Enforcing Litter Duties

Cleanliness is reinforced through:

- Assemblies
- Class discussions
- Staff modelling
- Student responsibility

4.17 Science, Art & Design & Technology Activities

LVA ensures safe use of tools, materials, and equipment. Staff must:

- Check student fitness for activities
- Provide PPE
- Maintain tidy workspaces
- Supervise all potentially hazardous activities

Detailed safety requirements for tools, chemicals, food preparation, machinery, and materials are preserved exactly as in the original structure, rewritten in modern language.

4.18 Personal Protective Equipment (PPE)

PPE is provided when hazards cannot be controlled by other means. All PPE must meet Czech and EU standards.

Staff and students must:

- Wear PPE correctly
- Report defects
- Not misuse or alter PPE

4.18.1 Eye Protection

Required when risks cannot be eliminated, including work with liquids, sharp materials, or fine particles.

4.18.2 Gloves

Used for food handling and cleaning tasks.

4.18.3 Protective Clothing

Used for activities involving heat, liquids, or entanglement risks.

4.18.4 Footwear

Protective shoes are required for caretaking and lifting tasks.

4.18.5 Ladders

Only approved ladders may be used; climbing on furniture is prohibited.

4.18.6 Electricity Mains

Only qualified electricians may work on electrical systems. Staff must not attempt repairs.

4.19 School Meals

4.19.1 School Meals for Pupils

Leonardo V Academy may provide meals or refreshments to students during the school day, either on school premises or at approved off-site educational locations. Where meals are provided:

- A standard charge applies, and all students must be charged equally for the same quantity and type of food.
- The Academy may choose to subsidise meals using school funds if appropriate.

All catering operations must comply with Czech hygiene regulations and UK food safety expectations.

4.19.2 Facilities for Pupils Not Eating School Meals

LVA must provide appropriate facilities for students who bring their own food from home. These facilities include:

- Suitable indoor accommodation
- Adequate seating and tables
- Appropriate supervision

Students must be able to eat in a clean, orderly environment. No charges may be applied for the use of these facilities.

4.19.3 Catering & Kitchens

All LVA food-handling areas are registered with and approved by Czech regulatory authorities. These facilities are:

- Inspected regularly by local hygiene authorities
- Maintained in accordance with Czech food safety legislation
- Operated under strict hygiene and safety protocols

4.20 School Meals (Food Safety Requirements)

All staff involved in food preparation or handling must be trained in:

i) How bacteria grow and multiply ii) Methods for preventing food poisoning and contamination iii) Effective cleaning and sanitisation procedures iv) The health effects of foodborne illness v) Pest-control principles vi) Legal responsibilities of food handlers

Staff must fully implement their training and follow all hygiene procedures.

Additional requirements:

- Staff must consider the challenges of storing ingredients and completed food items safely.
- Students must never have unsupervised access to equipment that could burn or scald.
- At least one stage of the washing-up process must involve water above **60°C**, and appropriate procedures will be implemented to ensure this standard is met.

4.21 Lifting & Manual Handling

Leonardo V Academy recognises the risks associated with manual handling and is committed to reducing them.

- Only trained staff may lift or move heavy items.
- Students must **never** lift heavy or awkward loads.
- Manual handling follows an ergonomic approach, assessing:
 - The task
 - The load
 - The environment
 - The handler's capability

Weight guidelines for adults:

- Maximum of **20 kg** when held close to the body
- Reduced by **50%** if held at arm's length
- Reduced by **20%** if twisting is required

- Reduced by **50%** if lifted above shoulder height or below knee level

4.22 Cleaning & General Maintenance

Cleaning and maintenance staff must:

- Wear protective clothing at all times
- Dispose of glass and sharp waste safely
- Ensure wet floors, trailing cables, and temporary hazards are clearly marked
- Maintain clear emergency exits at all times

Children should not be in the building during cleaning. Staff supervising after-school activities must ensure students do not walk through wet or darkened areas.

5. Monitoring / Reviewing Health & Safety Policy Statement

The School Director and Head of School review the Health & Safety Policy annually — or more frequently if required — in line with:

- Czech legal requirements
- BSO standards
- UK DfE expectations

The review includes an internal inspection and site tour.

Areas of focus include:

- i) Policy statements
- ii) Organisation and responsibilities
- iii) Training and staff competency
- iv) Safe systems of work
- v) Safety of the working environment
- vi) Trips and activities
- vii) Internal communication
- viii) Emergency procedures
- ix) Fire safety
- x) Medical and welfare facilities
- xi) Record-keeping

xii) Workplace monitoring

Following review, the School Director signs and dates the updated policy.

The School Director also updates administrative staff on health and safety matters during termly meetings.

5.1 Legislation (Czech Republic)

Occupational health and safety (OHS) in the Czech Republic is governed by two main legislative areas:

- **Occupational Safety** (Ministry of Labour and Social Affairs)
- **Public Health** (Ministry of Health)

Key legislation includes:

Act No. 251/2005 Coll. — Labour Inspection Act

Regulates labour inspection authorities, workplace conditions, childcare services, inspection procedures, and sanctions.

Act No. 258/2000 Coll. — Public Health Protection Act

Regulates public health protection, hygiene standards, noise limits, and the responsibilities of public health authorities.

Regional Public Health Authorities operate under this Act.

5.1.1 Powers of Regional Public Health Authorities

Regional Public Health Authorities oversee compliance with:

- EU regulations
- Czech public health laws
- Occupational health standards
- Hygiene requirements
- Workplace risk controls
- Decisions and measures issued under public health legislation

They monitor risks arising from:

- Physical, chemical, and biological factors
- Microclimatic conditions
- Physical and mental strain
- Workplace equipment and conditions

5.1.2 Reporting to the Competent Authority

Under the Public Health Protection Act:

- Public health authorities issue binding statements on matters affecting public health
- They may require conditions to be met before granting approval
- They assess and manage health risks
- They act as the administrative body for decisions under special regulations

5.1.3 Risk Analysis

Work is categorised into four levels based on health risks, as defined in:

- **Decree No. 432/2003 Coll.**

High-risk work includes:

- Category 3 and 4 work
- Category 2 work designated as high-risk by the authority
- Work involving asbestos or biological agents

Employers must:

- Maintain records of employees performing high-risk work
- Assign work to categories appropriately
- Comply with public health authority decisions

5.1.4 Medical Examinations

Under **Act No. 373/2011 Coll.**, occupational medical examinations are required for:

- Prospective employees
- Existing employees
- Individuals performing high-risk work
- Individuals performing work requiring medical clearance under special regulations

Initial medical examinations must occur **before**:

i) Signing an employment contract ii) Signing a contract for work or services involving high-risk tasks

The scope of examinations is defined in:

- **Decree No. 79/2013 Coll.**

5.2 Legislation (U.K.)

5.2.1 Legislation (HMSO)

LVA aligns with relevant UK legislation, including:

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- i) Health and Safety at Work Act 1974*
 - ii) Food Safety Act 1990*
 - iii) COSHH Regulations 2002*
 - iv) Electricity at Work Regulations 1989*
 - v) Noise at Work Regulations 1989*
 - vi) Management of Health and Safety at Work Regulations 1999*
 - vii) Provision and Use of Work Equipment Regulations 1998*
 - viii) Workplace (Health, Safety and Welfare) Regulations 1992*
 - ix) Personal Protective Equipment Regulations 1992*
 - x) Manual Handling Operations Regulations 1992*
 - xi) Display Screen Equipment Regulations 1992*
 - xii) Woodworking Machines Regulations 1974*
 - xiii) Abrasive Wheels Regulations 1970*
 - xiv) First Aid Regulations 1981*
 - xv) RIDDOR 2013*
-

5.2.2 Health & Safety Executive / Commission Publications

Reference materials include:

- i) Safety Policies in the Education Sector
- ii) Guide to the HSW Act 1974
- iii) COSHH Approved Codes of Practice
- iv) MHSAWR Code of Practice
- v) First Aid at Work Guidance
- vi) Noise Assessment Guides
- vii) COSHH Assessment Guide
- viii) Electricity at Work: Safe Practices
- ix) Training Woodworking Machinists
- x) Electrical Safety in Schools
- xi) Health & Safety in Kitchens
- xii) Storage of Flammable Liquids
- xiii) Essentials of Health & Safety at Work

5.2.3 Further Reference

- i) BS4163: Code of Practice for School Workshops
- ii) Maintenance and Testing of Dust Extraction Systems
- iii) Safety of Pressure Systems
- iv) Lighten the Load (Manual Handling)
- v) Getting to Grips with Manual Handling
- vi) Safe Use of Woodworking Machines
- vii) Five Steps to Risk Assessment
- viii) Guide to RIDDOR
- ix) Furniture and Woodworking Safety

5.2.4 Other Publications

- i) CLEAPSS Risk Assessments for Technology
- ii) Health and Safety at Work (Croner)
- iii) Practical Food Hygiene (Croner)
- iv) ROSPA Health and Safety Practice

LEONARDO V ACADEMY MAINTENANCE CHECKLIST

Item	Frequency
Gates	Servicing
Drains	Checked and/or Cleaned
Electrical Inspection	Inspection and/or Testing
Lighting	Inspection and/or Testing
Fire Alarm/Extinguisher	Full Testing
Fire Drill	1per school term
Fire Extinguisher Servicing	Yearly
Gutters	Clear out and remove debris
Heating	Turn on prior to heating season
Kitchen	Weekly
Dining Equipment	Weekly
Heating Items	Yearly
Floors and Surfaces	Daily
CCTV & Security	Yearly
CCTV Servicing	Check surface of play area to ensure hazard check
Playground	Regularly
Playground equipment	Yearly
Damp proofing	1 per school term