



**British International School**  
of Ljubljana  
an Orbital Education School



# **Health & Safety Policy**



## **Principles:**

### Our Mission

We provide a **high quality British style international education** in English, balancing tradition and innovation.

We aim to be the internationally recognised, **outstanding educational choice** for families in the region.

Our passion is creating a **positive, safe and nurturing learning environment** in which everyone is valued as individuals, empowering them to be versatile, motivated and caring people.

We will endeavour to **create opportunities** to develop creativity, collaboration and critical thinking skills through an **inclusive and personalised experience**.

### Our Values

**Excellence** - We strive for excellence in everything we do.

**Respect** - We learn at school by showing respect to everyone in the community

**Responsibility** - We are engaged, promoting actions and behaviours that support a sustainable future.

**Integrity** - We are transparent, honest and ethical in all our relationships.

**Compassion** - We are kind and caring, encouraging everyone to succeed.

It is the policy of British International School, Ljubljana (BISL)/ Orbital Education Group to attach the greatest importance to the Health, Safety and Welfare at work of all stakeholders connected with the school.

The school will ensure commitment to developing and maintaining such a safe environment for all who use the school premises.

This policy should be read in conjunction with the:

- Crisis Management Policy/Handbook
- Evacuation Procedures
- First Aid Policy
- Health and Safety Checklist Audit
- Lockdown Procedures
- Risk Assessment Policy
- Staff Behaviour Policy/ Code of Conduct

Health and Safety is a crucial strand of the range of strategies which contribute to the school's approach to full implementation of Safeguarding

The school regards good health, safety and a conducive environment as a basic condition for success, satisfactory learning and sound education.

The school will liaise with any appropriate local agency in ensuring that the highest standards of safety are achieved.



The administration/ school leadership believe that the promotion of Health and Safety in school is a mutual objective for all connected with the school. Such responsibility cannot properly be discharged without the full and active cooperation of all members of the school community. 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.

Health and Safety is the responsibility of all staff, visitors and contractors; the school always requires stakeholders to conduct themselves in a way they pose no risk to their own, or others' Health and Safety. It is the responsibility of all individuals to maintain their practice and work area in such a way as to be safe and to assess the risks of each activity.

Students of the school are expected to behave in a way that ensures their own and other's health and safety; all staff members are expected to guide students in such safe behaviour.

### **Policy Statements:**

It is our policy that, with the resources available and so far, as is practical, the school will:

- 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, this being paramount to creating a safe environment
- Eliminate or isolate hazards that arise within the environment.
- The school 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 regularly.

### **Management:**

The principles and policy statements will be managed in the following ways.

- Risk Assessment is the responsibility of everyone.
- The teachers are responsible for maintaining health & safety in their area, with their equipment and through their procedures e.g.
  - there should be no trailing cables



- resources should be stored in a tidy and safe manner
  - attention should be paid to science areas where chemicals and other hazardous materials might be stored
  - there should be separate health and safety guidance for use of specialist areas such as Science Laboratories, Canteen and Kitchen, Car Parks, arrival and departure of children at school entrances / exits
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- Any health & safety issues identified should be passed in writing to the Health and Safety Officer (Andrej Kravanja) to determine if the issue is maintenance or health & safety related and how the issue will be addressed either by the school maintenance staff or outside contractors. The Health and Safety Officer is responsible for passing information between the maintenance staff members concerned.
  - Health and safety issues are addressed in weekly Administration meetings chaired by the Principal and weekly SLT meetings. Meetings are minuted. In addition, Orbital are appraised of health and safety issues through weekly meetings between the Principal and the RHoS and the Principals Monthly Report, which is submitted to the Orbital Board. The Principal may invite parent input and where appropriate, seek expert/ professional advice.
  - The Health and Safety Officer will regularly carry out a Health & Safety inspection of the school and deal with any areas of concern. Concerns will be reported in both meetings listed above.
  - The Health and Safety Checklist should be reviewed each term. It is also reviewed annually by the RHoS.
  - Evacuation and Lockdown procedures will be carried out termly, to simulate as closely as possible a real emergency.
  - Records of maintenance checks are subject to spot check during visits by the RHoS.

#### **Other Points to Note**

1. All students should walk around the school corridors in a responsible manner. Running in corridors is not permitted.
2. No student is allowed on the roof areas or outside the school grounds without adult supervision.
3. Staff are always required to wear their identification badge.
4. 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.
5. All staff should use sign-in/sign out electronic system in the reception area when they arrive and depart from school – regardless of the building they work in.
6. The school entrance must be kept closed and guarded during the school day so that all visitors must ask for admittance.
7. Students should not be loitering in the toilet areas and staff are expected to challenge loitering.
8. Staff on duty at all times of the day must be walking around the patrol area keeping maximum vigilance.
9. Alcohol, smoking and non-prescribed drugs are banned from the school premises.
10. In P.E. and swimming lessons additional rules apply as per the teacher's instructions to the students.
11. On school trips there is a minimum ratio of 1 adult to every 15 children in Secondary or part number of 15. There must be more adults for younger children, where a ratio of 1 adult to every 10 children should be considered.



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### **Review and Evaluation**

This policy is to be reviewed and evaluated **annually** by SLT and approved by the RHoS. Any deficiencies or weaknesses in health and safety arrangements shall be remedied without delay.

**Due for Review:**

July 2026

**PREPARED BY: Mel  
Hitchcocks, Principal**

18/07/2025