



THE ENGLISH COLLEGE IN PRAGUE
ANGLICKÉ GYMNÁZIUM

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DRUG & SUBSTANCE MISUSE POLICY 2026-2029

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1. Policy Introduction and Purpose

The Governors of the English College in Prague recognise their responsibility as an employer to provide, so far as is reasonably possible, a safe and healthy working environment for the teaching and support staff, pupils, parents and other people on College premises.

2. Roles and Responsibilities

The College's Safety Officer is the Facility Manager who also acts as the Logistics Coordinator. (These two roles are covered by one member of staff who is employed at a 75%/25% ratio between ESB and ECP). They and the Headmaster, together with other members of the Senior Leadership Team, have the following ultimate responsibilities:

- Maintain the school buildings in a safe condition which is compliance with all the appropriate regulations
- Provide of a healthy working environment
- Provide and maintain safe plant and equipment
- Arrange for the safe use, handling and storage of articles and substances
- Provide of information, instruction, supervision and training, as appropriate, to enable all employees and pupils to recognise hazards and contribute positively to the health and safety at work of themselves and others



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2.1 Governors, Headmaster and Senior Leadership Team

- Responsible for ensuring compliance with all **Czech legal requirements** (BOZP, PO) in addition to UK best practice
- Formally commit to a structured and documented **Risk Management**, mandating that comprehensive risk assessments are conducted for all identified campus hazards (e.g., science labs, PE) and **must be carried out before any enhanced-risk activity or major excursion**
- Formally designate the **Senior Leadership Team** (SLT) as the formal H&S body, with a standing agenda item and clear terms of reference
- Ensuring that as required health and safety matters can be discussed at Staff, Heads of Faculty, Senior Pastoral or Senior Leadership meetings
- Ensure Emergency Evacuation Practices are held annually; including a walk through, announced practice (to staff) and unannounced practice
- Ensure an Intruder Drill is carried out annually

2.2 Logistics Coordinator & Facility Manager

- Ensure fire escapes are checked **daily** by the appropriate personnel.
- Organise for **annual** check of Fire extinguishers
- Facilitate the necessary checks and inspections to ensure all plant and equipment is safe and well maintained
- Ensure all common spaces are safe (e.g. atrium, bathrooms, auditorium)
- As necessary ensure trees on site are inspected and safe
- Ensure cleaning materials, are correctly stored and used only in an appropriate, safe and authorised manner

2.3 PA to the Deputy Head Pastoral

- Ensure injuries are recorded in the register held in the Deputy Heads' Offices.
- Ensure all staff are aware and can report incidents using the Health Incident form on the intranet
- Check and replenish the first aid equipment from time to time
- Manage the distribution of first aid kits for all trips and ensure these are well stocked and in date
- Maintain a register of all staff who have received First Aid and Mental Health First Aid training
- Organise First Aid Training annually for new staff and to provide a refresher for key staff (e.g. Science, PE, Arts Faculty, DoE Trip Leaders, those who organise off site events)
- Ensure certain members of the administrative and teaching staff have been trained in basic First Aid and that the Quiet Room in Sokolovska always has one of these staff available to supervise (inform Deputy Head Pastoral when this is not possible)



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- Ensure that in the Quiet Room, a qualified person will either administer first aid, telephone parents or seek professional medical help.

2.4 Heads of Department, Faculty and other staff with responsibilities:

- Be familiar with the Health and Safety at Work etc Act 1974 and any Czech legal requirements or codes of practice that are relevant to the work and operations of the College
- Implement the School's Health and Safety policy within their area(s) of responsibility
- Instruct staff, pupils and others under their jurisdiction or care in safe working practices, or to arrange professional training and instruction, as required
- Conduct regular health and safety inspections in their areas, to ensure compliance with policy and to detect and report any hazards to Logistics Coordinator
- Maintain a Risk Register for their departmental hazards (e.g., in Science or PE)
- Ensure that all plant, machinery and equipment in their area of responsibility is properly maintained and kept in a safe and secure condition
- Instruct pupils in the safe, proper and responsible use of relevant plant, machinery and equipment (e.g. in Science laboratories, Gym, Computer and Art rooms)
- Ensure that substances hazardous to health, such as chemicals in the Science laboratories or cleaning materials, are correctly stored and used only in an appropriate, safe and authorised manner; h) to ensure that appropriate disciplinary action is taken in the event of anyone acting in any way contrary to safe and healthy practices or to published rules of behaviour;
- Undertake a risk assessment for all areas or activities for which they are responsible that may involve risk or hazard, especially in Science, Physical Education, sporting activities, the Art room, Drama and on school trips.

2.5 All Members of Staff:

- Be familiar with and fulfil the requirements of the College's Health and Safety policy and linked policies and procedures in the Staff Handbook (see Section 3))
- Ensure health, safety and welfare of pupils under their care
- Take reasonable care of their own health and safety and anyone else who may be taking part in or affected by their activities
- Safely use all plant, machinery and equipment in accordance with published or given instructions
- Report to the Bursar's Office any defects or hazards on the premises, plant, equipment, machinery and facilities which they observe and which may be a threat to health and safety
- Send pupils who are injured or unwell to the Quiet Room (Sokolovska) or A06 in the Annex
- Make pupils aware of the Health and Safety rules published in their Student Handbooks and in the School Code;



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- Challenge non-authorised persons on school premises, who are not wearing the visitor badge on a green lanyard.
- Carry out duties required when being the Teacher on Duty as set out in the Staff Handbook.
- Give road safety advice to their pupils at the start of the school year, especially crossing the road from the Annexe and Špitálská Gymnázium and transferring between Elektra / Annexe and vice versa.

2.6 Pupils

Pupils are expected to behave in a way consistent with their own health and safety and the health and safety of others. Pupils should take responsibility for their own health and safety by acting responsibly and following any rules that might apply when using equipment or taking part in lessons and activities involving risk.

- Report to a member of staff any damage, danger or hazard seen
- Obey the directions, in the event of an emergency, if necessary following the instructions outlined in the Student Handbook
- Follow the highway code when moving between sites (e.g. between Sokolovska, Annex, Sparta, Volleyball Praha, Špitálská gymnázium or event venues in Prague)
- Report to the Teacher on Duty or go to the Quiet Room if they feel ill or are injured,
- Remain on the premises when ill or injured, until parents' permission has been confirmed by the office, attendance officer, Reception or a member of staff;
- take extra care when using equipment which could be hazardous, for example, in the Science laboratories or Gym, and follow published rules or the instructions of teachers or other qualified people at all times
- Use safety equipment, such as fire extinguishers, correctly and responsibly. Misuse is a serious matter and a criminal offense.
- Move about the building in an orderly manner: never run or obstruct corridors or stairways.
- Keep the College clean and tidy; remember that cleanliness and tidiness help to prevent accidents
- Inform a member of the senior leadership team if a teacher does not arrive within ten minutes of the start of a lesson or school activity.
- Report any damage caused or noticed.

3 Policy and Procedural Links to the Staff Handbook

The Health and Safety Policy establishes the foundational framework and commitment of the College. The detailed operational procedures, reporting mechanisms, and training



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requirements are outlined in the [Staff Handbook](#) and related documents. All members of staff must be familiar with and adhere to the latest version of these supplementary materials. For specific guidance on the implementation of this policy, refer to the following sections in the Staff Handbook:

- **Risk Management and Documentation:** For the methodology, principles, and documentation required for hazard identification and risk assessment, especially concerning off-site activities and trips, refer to the "**Educational Visits, Residential Trips and other Events for Students**" section, including the **Risk Assessment Form** and **Summary Table**.
- **Accident and Incident Reporting (including Near Misses):** For the formal process and requirements for recording all injuries, accidents, and near misses, refer to "**Medical and First Aid**" and the requirement for **All Members of Staff** to report defects or hazards to the Logistics Co-ordinator
- **Emergency Procedures:** For detailed and location-specific protocols regarding Fire Evacuation, Intruder Lockdown, and Crisis Management, refer to the "**Crisis Management**" and "**Emergency Evacuation and Lockdown Procedures**" sections.
- **First Aid and Medical Provision:** For information on trained personnel, the location and replenishment of first aid materials, and procedures for staff/student illness, refer to "**Medical and First Aid**".
- **Training:** For compliance with mandatory Czech requirements (BOZP, PO), refer to the "**Health, Safety, Fire Protection and First Aid Training for Staff**" in the **Continuing Professional Development** subsection.

4 Links to Other Policies

The Health and Safety Policy operates in conjunction with other key policies and documents that together ensure a comprehensive approach to the safety and welfare of everyone at the English College in Prague. These include:

- **School Code:** Incorporates guidelines on anti-bullying, behaviour, and conduct expectations for pupils, staff, and the wider school community.



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- **School Safety and Crisis Plan 2024-25:** Outlines the specific procedures to be applied in emergency and crisis situations, including Active Attacker, Bomb Threats, and management of socio-pathological phenomena (e.g., bullying, self-harm).
- **Staff Handbook 2025-26:** Details the operational procedures, reporting mechanisms, and training requirements.
- **Student Handbook 2025-26:** Details the operational procedures, and emergency evacuation plan for pupils.
- **Headmaster's Directive on School Trips and Events:** Details safeguarding requirements for off-site activities, including risk assessments and supervision.

