

# **Exupery International School regulations on safety in classrooms and rooms with equipment and substances, which might endanger the students' safety and health**

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Issued in accordance with paragraph 7.1 of Cabinet Regulation No. 1338 "Procedure of safety provision for the students of educational establishments and activities organised there" of 24 November 2009

## **1 General Provisions**

1. These regulations specify standard requirements of Exupery International School (hereinafter – the School) for classrooms and rooms with equipment and substances, which might endanger the students' safety and health, as well as specify the teachers' and students' actions in non-standard situations.

## **2 Safety requirements for classrooms and rooms with equipment and substances, which might endanger the students' safety and health**

2. Classrooms with increased risks are:
  - 2.1 Physics lab.
  - 2.2 Chemistry lab.
  - 2.3 Household and crafts room.
  - 2.4 The gym (in the school and in the nursery school).
3. To ensure the students' safety, all the rooms specified in paragraph 2 shall be mandatorily equipped with:
  - 3.1 General room ventilation.
  - 3.2 Adequate lighting.
  - 3.3 Comfortable working place arrangement.
  - 3.4 Behavioural regulations for safety provision and information on where to call in emergency situations, displayed in a visible place.
  - 3.5 A first aid kit.
  - 3.6 A blanket and fire extinguisher. Fire extinguishing means and equipment shall be easily accessible at any moment.
  - 3.7 In the chemistry lab - compulsory supply-exhaust ventilation (fume cupboard) and a cabinet for the storage of chemical substances.
- 3.8 In the physics lab - electricity supply switch (available at any moment).

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4. The students may only be present in the rooms specified in paragraph 2 in the presence of a teacher.
5. Prior to each lesson or laboratory work, where electrical devices, chemical substances are used and hazardous physical movements made, the use of which could have consequences that endanger health and safety, the students must be acquainted with the safety regulations and leave their signatures in the security log regarding this.

### **3 Safety regulations for students during the execution of practical and laboratory operations**

6. In the physics lab:
  - 6.1 Be careful and disciplined, precisely follow the teacher's instructions.
  - 6.2 Do not commence work without the teacher's permission.
  - 6.3 Place devices, materials and equipment in your working place so, that they do not fall over or down.
  - 6.4 Prior to the execution of any work, you should carefully get acquainted with its content and the procedure of execution.
  - 6.5 To avoid them falling over during experiments, carefully fasten glass vessels (test glasses, test flasks) in the stand holder.
  - 6.6 During experiments, do not permit the scale of the measuring devices to reach the maximum. Be especially careful when working with devices made of glass. Do not take the thermometer out of a test glass if it is stuck in a hard substance.
  - 6.7 Ensure that all the fasteners of devices and accessories are in perfect order. Do not touch and lean over (especially with free hanging hair) close to the rotating parts of the machinery.
  - 6.8 While assembling the experiment equipment, use cables (with nozzles and protective covers) with durable insulation and without visible damage.
  - 6.9 While assembling electrical circuits, avoid the wiring intersection; it is prohibited to use cables with worn insulation and open-type switches (when the voltage exceeds 42 V).
  - 6.10 The voltage source must be connected to the electrical circuit at the very end of the process. The assembled circuit may only be switched on after the teacher's verification and his/her permission. The presence of voltage in the circuit can only be checked with devices or voltage detectors.
  - 6.11 Do not touch naked circuit elements under voltage. Do not start to reassemble cables in the circuit and do not replace fuses prior to disconnection of the electrical power supply.
  - 6.12 Ensure that during the execution of works you do not unintentionally touch the rotating parts of electrical equipment. Do not start to reassemble the cables in the electrical equipment until the armature or rotor of the device has fully stopped.
  - 6.13 Do not touch stationary electric equipment enclosures and key capacitor terminals.
  - 6.14 Use instruments with isolating handles.
  - 6.15 When finishing work, disconnect the electric power supply, and only disassemble the circuit after that.

- 6.16 Do not leave your working place without the teacher's permission.
- 6.17 In the case you find any defects of the electrical equipment, immediately disconnect the electric power supply and notify the teacher about it.
- 6.18 For the connection of a user to the network, use a plug-on connection.
- 6.19 When working with electrical equipment and reassembling it, use sockets, network sockets, clamps and switches with unraised couplings.

## **7 In the chemistry lab**

- 7.1 When executing laboratory and practical operations in the lab, be careful, keep order and cleanliness in your work place, follow safety regulations.
- 7.2 Prior to the commencement of work:
  - 7.2.1 Get acquainted with the established procedure and execution rules of the experiment,
  - 7.2.2 check the working order of the equipment, vessels and other items intended for the experiment,
  - 7.2.3 clean your work place from unnecessary items and materials.
- 7.3 Only start the experiment with the teacher's permission.
- 7.4 Only execute the work scheduled for the task. It is prohibited to perform other work not scheduled for the task, or not suggested by the teacher.
- 7.5 Do not distract your own and your classmates' attention from work with unnecessary talking.
- 7.6 When executing work, use vessels, devices and reagents that are placed on your desk. It is prohibited to take vessels, devices, reagents from other desks.
- 7.7 For the needs of the experiment, only take the chemical reagents in the amount specified in the job description, or the teacher's instructions.
- 7.8 To avoid mistakes, prior to taking any reagents, carefully read the label on the vial of the reagent.
- 7.9 Do not touch chemical reagents with your hands. Use porcelain spoons, spatulas, glass rods for this purpose.
- 7.10 You should work with solutions and dry substances on a special pad.
- 7.11 Do not pour the poured-out reagents back into the vessel, where the main part of the substance is kept.
- 7.12 Do not try to detect the reagents by taste, because they are poisonous.
- 7.13 When smelling reagents, do not lean over the neck of the vial and do not actively breathe in the fumes. With a gentle hand movement above the neck of the vial, redirect the fumes towards your nose and carefully breathe in.
- 7.14 All experiments where harmful gases and vapours are released, shall only be performed in the fume cupboard, with the ventilation switched on.
- 7.15 When heating liquids in test glasses and test flasks, hold the open ends of the test glass and test flask away from yourself and your classmates.
- 7.16 Do not peer from above into vessels (in the test flask, test glass) with boiling liquid, as the boiling liquid may splash out, which may cause an accident.

- 7.17 Carefully take away vessels (test flasks, beakers) filled with boiling liquid from the heating appliances, protect your hand with a towel, do not perform sharp motions.
- 7.18 Move large chemical vessels (wash bottles, flasks, big bottles) with liquids, holding them with both hands – the left hand must be under the base of the item, and the right one – around the neck of the vessel so that the edge of the neck is pressed between your right thumb and index finger.
- 7.19 Do not put a solid plug into a vessel with hot liquid until the liquid has cooled.
- 7.20 When heating liquids, do not leave them unattended. When diluting concentrated acids, carefully stir, pouring the acid into the water little by little, not the other way around.
- 7.21 When diluting concentrated acids, mixing concentrated acids, use vessels made of glass with thin walls or chemical vessels made of porcelain.
- 7.22 To avoid poisoning and burning the oral cavity, do not suck the concentrated acids and alkalis into the pipette with your mouth. For this purpose, a rubber balloon shall be added to the pipette.
- 7.23 In all cases, when carrying out experiments with concentrated acids and alkalis, use goggles and rubber gloves.
- 7.24 For the dissolution of alkalis, a porcelain vessel shall be used, into which the small pieces of alkali are placed, constantly stirring. The alkali pieces shall be picked up with pincers or crucible tongs.
- 7.25 Accidentally spilled alkalis or acids shall be immediately collected and poured into a vessel fit for purpose.
- 7.26 Work with organic solvents must only be performed in the fume cupboard with a switched-on ventilator.
- 7.27 Vessels in which experiments with organic solvents are carried out, shall be dry and clean.
- 7.28 Flammable and combustible substances may only be heated above the air or bath.
- 7.29 When performing all works where flammable and combustible organic connections – solvents are used, the nearby burners must be extinguished, and electric heaters with an exposed spiral – switched off.
- 7.30 When performing works connected with the heating of organic solvents, it is not allowed to leave your working place unattended.
- 7.31 The fume cupboard should be used correctly:
- 7.31.1 The doors of the fume cupboard shall be closed (dropped down),
  - 7.31.2 The doors of the fume cupboard may only be raised during the application of the device and not more than half of the full opening,
  - 7.31.3 The raised doors of the fume cupboard should be fastened with accessories.
- 7.32 The test glass with liquid (acid, alkali or other chemical substance) shall be correctly held above the alcohol burner flame. Heating shall be performed cautiously. Start with heating the test glass in the burner flame, but then warm the test glass in the upper part of the flame, without touching the flame with the end of the test glass, in order not to break the test glass.

- 7.33 Follow personal hygiene regulations. Clean your hands. Harmful substances can gather on dirty hands and beneath long nails and can enter the body afterwards with food, causing poisoning.
- 7.34 When working in chemistry labs, do not drink water and do not eat anything. After the end of the work, carefully wash your hands.
- 7.35 If you notice any deviations in the devices (they are broken, the glass has cracked, etc.) during the execution of works, stop the work and notify the teacher.

## **9 In the crafts room**

### *9.1 When doing handicraft:*

- 9.1.1 Use the crochet hook, knitting needles and other sharp handicraft tools carefully.
- 9.1.2 It is not allowed to scuffle, tussle or fight while holding handicraft tools.
- 9.1.3 All of the handicraft tools shall be placed into boxes or bags specially meant for this purpose.
- 9.1.4 When doing handicraft, no redundant articles shall be present on the working surface.

### *9.2 When working in the training kitchen:*

- 9.2.1 When starting work in the kitchen, you should put on a clean apron.
- 9.2.2 Long hair shall be tied. The head shall be covered with a scarf or a cap/hat.
- 9.2.3 Jewellery shall be removed.
- 9.2.4 Prior to work, you should wash your hands with soap and wipe them on a clean towel, not meant for other purposes.
- 9.2.5 Forks, knives and other sharp items shall be dealt with carefully.
- 9.2.6 If any piece of crockery is broken, you should immediately wipe up the fragments.
- 9.2.7 In order not to burn your fingers, you should remove the cover from a hot kettle or pan with a special cloth or mitten.
- 9.2.8 In the case if anything has been spilled on the floor, it shall be immediately wiped up.
- 9.2.9 Electrical kitchen appliances shall be carefully dealt with. It is explicitly prohibited to use broken kitchen appliances.
- 9.2.10 When switching on electrical kitchen appliances, the plug shall be firmly inserted into the socket. Only then may it be switched on.
- 9.2.11 You should switch off the electric kitchen appliances first, and only then pull out the plug, holding the socket with your hand. It is not allowed to pull it out by the cable, as it may cause a short circuit.
- 9.2.12 You may only pour water into the electric kettle when it is disconnected from the power.
- 9.2.13 It is not allowed to touch electric cables with wet or moist hands.

- 9.2.14 The electric cooker may only be cleaned when cold and disconnected from the power.
- 9.2.15 When cooking meals, it is not allowed to use damaged food products, as it may cause poisoning.
- 9.2.16 When using fresh products, they shall be very carefully washed and cleaned.
- 9.2.17 When finishing work, the kitchen shall be cleaned, dishes - washed, wiped and returned to their place.

*9.3 When working with an iron:*

- 9.3.1 Prior to connecting an iron to the power, you should make sure that the electric cable is not broken.
- 9.3.2 The iron shall be connected to and disconnected from the power, by holding the plug with dry hands.
- 9.3.3 During work the iron shall be placed on a special pad.
- 9.3.4 During ironing, be careful that the soleplate of the iron does not touch the electric cable.
- 9.3.5 When finishing work, the iron shall be disconnected from the power.

*9.4 When working with a sewing machine:*

- 9.4.1 The light shall fall on the working surface from the left side.
- 9.4.2 It is not allowed to work with long hair untied, or when dressed in unbuttoned clothes.
- 9.4.3 You should sit straight on the chair, which shall be placed opposite the needle, both feet shall be positioned on the floor or the pedal.
- 9.4.4 The person sewing shall sit at the distance of 10-15 cm from the enclosure of the sewing machine.
- 9.4.5 It is prohibited to lean on your elbows on the sewing machine. Only the hands are placed on the desktop.
- 9.4.6 It is not allowed to hold fingers too close to the needle.
- 9.4.7 Prior to sewing you shall make sure that no pins remain in the cloth.
- 9.4.8 It is not allowed to have unnecessary articles (needles, chalk, tufts of thread) on the working panel of the sewing machine.
- 9.4.9 When pulling a thread into the needle, you are not allowed to have your feet on the pedals.
- 9.4.10 Before you start sewing with an electric sewing machine, you shall check the technical condition of the cables and plugs.
- 9.4.11 Before fixing or cleaning the electric sewing machine, it shall be disconnected from the electrical grid.
- 9.4.12 It is prohibited to press the dimmer pedal quickly.
- 9.4.13 When pausing or finishing work, the plug of the electric sewing machine shall be removed from the grid first, and the working place shall be put in order.

*9.5 When working with a woodworking lathe:*

- 9.5.1 Prior to the commencement of work:
  - 9.5.1.1 Put the overall (apron, sleeve covers), head covering (hat) on correctly!
  - 9.5.1.2 Check the fastener of the belt protector!

- 9.5.1.3 Check the grounding of the lathe enclosure!
- 9.5.1.4 Remove all unnecessary items from the lathe!
- 9.5.1.5 When performing rough processing of the workpiece to the desired shape, check that the workpiece does not contain any knots or cracks! Safely fasten it to the rotating centres of the lathe afterwards!
- 9.5.1.6 Place a support at the distance of 2–3 mm from the workpiece and fasten it against the centre line of the workpiece!
- 9.5.1.7 Check that the cutting tool has been grinded properly!
- 9.5.1.8 Check the lathe in idle mode, as well as the functioning of the on/off buttons!
- 9.5.1.9 Just prior to the commencement of work put on your goggles!
- 9.5.2 During the execution of work:
  - 9.5.2.1 Only move the cutting tool towards the material after it has reached full speed!
  - 9.5.2.2 Do it slowly, without exerting much effort!
  - 9.5.2.3. Slide the support closer to the workpiece step by step, do not permit the emergence of a big space in between!
- 9.5.3 To avoid injuries:
  - 9.5.3.1 Do not move your head towards the lathe,
  - 9.5.3.2 Do not take or hand any items over a working lathe,
  - 9.5.3.3 Only measure the workpiece after the lathe has fully stopped,
  - 9.5.3.4 Do not stop the lathe by slowing the rotating workpiece by hand,
  - 9.5.3.5 Do not leave the lathe before you have switched it off!
- 9.5.4 After the work is finished:
  - 9.5.4.1 Stop the lathe!
  - 9.5.4.2 Return the instruments to their places!
  - 9.5.4.3 With the help of a brush, wipe away the shavings!
  - 9.5.4.4 Do not blow the shavings away, do not gather them with your hands!
  - 9.5.4.5 Hand the lathe over to your teacher!
  - 9.5.4.6 Tidy yourself up.
  - 9.5.4.7 Only leave the workshop with the teacher's permission!
- 9.6 *When working at a drilling machine:*
  - 9.6.1 Prior to the commencement of work:
    - 9.6.1.1 Put the overall (coat or apron, sleeve covers), head covering (hat) on correctly!
    - 9.6.1.2 Check the safety of the belt transmission protector!  
Check the grounding of the enclosure!
    - 9.6.1.3 Tightly fasten the drill into the chuck!
    - 9.6.1.4 Check the drilling machine in idle mode, as well as the functioning of the on/off buttons!
    - 9.6.1.5 Tightly fasten the workpiece in the clamps or the jig!
    - 9.6.1.6 Just prior to the commencement of works, put on your goggles!
  - 9.6.2 During the execution of work:
    - 9.6.2.1. Do not use drills, the fixing parts of which are worn out!

9.6.2.2. When the drill has reached the required speed, slowly, without jerking and much effort, move it towards the workpiece!

9.6.2.3. Prior to drilling, hit recesses in the centre of the hole you are going to drill! In wooden workpieces, it can be done with the help of an awl!

9.6.2.4. At the end of drilling, be especially careful: reduce the pressure on the drill feed lever!

9.6.2.5. When drilling large wooden workpieces, put a piece of board or a multi-layer plywood segment under it!

9.6.3 To avoid injuries:

- Do not move your head towards the drill,
- Do not work in gloves,
- Do not place unnecessary items on the drill base,
- Do not lubricate and cool the drill with the help of pieces of cloth,
- Do not slow down the chuck or drill with your hand,
- Do not leave the drill before switching it off.

9.6.4 In the case of voltage loss, immediately switch off the electric motor!

9.6.5 Prior to switching off the electric motor, remove the workpiece from the drill!

9.6.6. After the work is finished:

- After you have stopped the drilling machine, sweep away all of the shavings with a brush! Do not blow the shavings away, do not gather them with your hands!!
- Take the drill out of the chucks and hand it over to your teacher!
- Tidy yourself up!
- Only leave the workshop with the teacher's permission!

9.7 *When processing wood with hand tools:*

9.7.1 Prior to the commencement of work:

9.7.1.1 Put the overall, coat, head covering (hat) on correctly!

9.7.1.2 Prepare the necessary inventory (stool, brush, shovel), check the condition of the workbench and accessories!

9.7.1.3 Arrange your individual instruments on the workbenches in accordance with the order set by the teacher! Remove all unnecessary items from them!

9.7.2 During the execution of work:

9.7.2.1 Tightly fasten the processed material to the workbench!

9.7.2.2 Use only undamaged, well prepared and sharp-cut instruments, and only in accordance with their intended purpose!

9.7.2.3 Only work with smooth, sharp-cut planes that are suitable for the job!

9.7.2.4 Perform technological operations (sawing, component coupling) on the workbench in the places designed for this purpose, use the corresponding devices, support boards, etc.!

9.7.2.5 Clean the workbench from rubbish and shavings. Hand over the common use instruments to your teacher on time!

9.7.2.6 Do not get distracted from the job, use the right work techniques!



9.7.2.7 Prepare and heat the glue under the teacher's supervision only and in a well-ventilated place!

9.7.2.8 Do not use open fire and electric heating devices in the woodworking shop!

9.7.2.9 In case of necessity, when sawing, use the intake chute!

9.7.2.10 Only remove shavings from the planes with the help of wooden wedges!

9.7.2.11 If any instrument is damaged during the execution of works, immediately replace it.

After the work is finished:

9.7.2.12 Hand over the leftover material, unfinished products to the person on duty or the teacher!

9.7.2.13 Check the condition of instruments and place them in accordance with the order set by the teacher!

9.7.2.14 Sweep your working place with a brush! Do not blow away and brush the shavings by hand!

9.7.2.15 Check the condition of the wedges, screw the workbench presses to a distance of 2–5 mm.

9.7.2.16 Tidy yourself up!

9.7.2.17 Only leave the workshop with the teacher's permission!

#### 9.8 *When processing metal with hand tools:*

9.8.1 Prior to the commencement of work:

- Put the overall (apron with sleeve covers or coat), head covering (hat) on correctly!
- For cutting metal, put on your goggles!
- Put the necessary inventory (guard net, brush for the cleaning of seams, stool, etc.) in order!
- Check the condition of the individual instruments, put them in order according to the teacher's instructions! Notify the teacher about damaged instruments!
- Check the condition of the nippers (the pressing plates shall be tightly fastened with screws, and their knurling should not be worn out)!

9.8.2 During the execution of work:

- Tightly fasten the part of the workpiece to be processed in the nippers! Move the nipper lever slowly, in order not to injure your hands!
- Only work with instruments in good working order!

9.8.2 To avoid injuries, ensure that:

- The hammer face is slightly curved, without cracks,
- The seams have the right shape and wooden handles are not damaged,
- The hitting/cutting instrument surface receiving the hit is not flattened,
- The point-tool is at least 150 mm long,
- When working with seams, the fingers of the hand holding it are placed on the seam!

9.8.3 Do not check the quality of the seamed surfaces with your fingers!

- 9.8.4 Do not use wrenches, the size of which does not correspond to the size of the nut, do not extend the wrench handles with the help of another wrench or other method!
- 9.8.5 Only use locksmith instruments in accordance with their purpose!
- 9.8.6 When cutting the workpiece out of a metal plate with scissors, hold it with your hand, covered with a glove!
- 9.8.7 After the work is finished:
- Check the condition of instruments and notify the teacher if damaged!
  - Put the instruments in order, sand down the rough parts, clean the seams from metal shavings!
  - Carefully put your work place in order (do not blow away the shavings, do not sweep by hand; use a brush)! Dispose of the waste in a special box!
  - Put the instruments in order, in accordance with the order set by the teacher!
  - Tidy yourself up!
  - Only leave the workshop with the teacher's permission!

#### *9.9 During sports lessons and classes in the pool:*

- 9.9.1 During sports lessons:
- Students shall only perform activities on the gym equipment in the presence of the teacher or his/her assistants.
  - Gymnastics mats shall always be placed at the landing places.
  - When performing exercises in accordance with the flow method (people following one another), ensure the necessary interval between persons.
  - Complicated exercises and actions shall not be performed without safety provision and protection.
  - Keep in mind, that when performing exercises on gym equipment, safety is heavily dependent on the correct preparation of the equipment for work.
  - Clean the surfaces of the gymnastic bars on a regular basis; they shall be smooth, without any rust.
  - Do not perform exercises on dirty equipment, with moist palms or fresh blisters on your palms.
  - Prior to exercises on parallel bars, regulate the distance between the bars in accordance with your own individual body parameters.
- 9.9.2 After the exercises carefully wash your hands with soap.
- 9.9.3 During lessons, when feeling pain in your arms, noticing redness on the skin or a scratch (blister) on the palms, stop the exercise and approach the doctor or nurse for advice or first aid.
- 9.9.4 Do not stand close to the gym equipment while other participants are performing exercises on it.
- 9.9.5 Be careful when installing or moving gym equipment.
- 9.9.6 When changing the height of the bars, unload the screws, by simultaneously lifting both ends of each bar,

- 9.9.7 Move out (regulate) the leg supports of jumping equipment from one side at a time, tilting the equipment to one side beforehand.
- 9.9.8 When raising and lowering parallel bars, hold the bar itself, not its metal support.
- 9.9.9 Prior to the start of the exercises, always check that the fixating screws are safely fastened.

9.10 *During track-and-field lessons:*

9.10.1 In short distances run in your lane only, after the finish do not slow down sharply.

9.10.2 Prior to performing jumps, insert a rubber sole into your footwear underneath the feet.

9.10.3 Carefully rake the ground in the jump pits at the place of landing. Do not perform jumps on a rough, uneven or slippery surface. Do not land on the hands.

9.10.4 Be especially careful when performing throwing exercises. During group sessions do not stand close to the person throwing, do not go to fetch your equipment without permission.

9.10.5 Prior to throwing a sports grenade, discus, javelin or hammer, and prior to shot putting, make sure that there are no people in the direction of the throw. Do not pass equipment to an approaching person by throwing it.

9.10.6 Do not catch the shot with low-bent arms (close to the ground), to avoid the shot hitting your fingers against the ground.

9.10.7 Do not catch the shot, standing on straight legs to avoid the shot falling on your feet.

9.10.8 In wet weather, prior to performing a throw, wipe the equipment (discus, shot, grenade model) until it is dry.

9.10.9 Do not leave the spades and rakes in the place of exercises. Place rakes with their tines on the ground, spiked shoes – with the spikes pointed at the ground.

9.11 *Skiing and skating exercises:*

9.11.1 The student's skiing outfit consists of woollen or knitted underwear (also for girls), above which a woollen high-neck sweater, long sweatpants – made of woollen or wind-proof fabric, preferably with a woollen lining are worn. The head is covered with a knitted woollen hat, hands – with mittens, preferably with a woollen lining, skiing-boots on the feet. A wind-proof jacket is also necessary. Skaters shall dress in a similar manner.

9.11.2 When receiving the inventory, check and reassemble ski fasteners in accordance with your boots when still indoors.

9.11.3 Pay attention to the well-being of your classmates and, upon noticing the first signs of frostbite (frozen skin, ears, nose, cheeks, partial loss of sensitivity in some parts of the body), immediately start rubbing the spots next to them. The skin shall be rubbed until it reddens, then start healing the frozen spots. In very harsh cold, prior to the exercises, cover the exposed parts of the body with some fatty cream.

9.11.4 To avoid rubbing the skin on your leg, do not use boots that are too tight. When feeling pain, free the ski fastener, unstrap your boots and with the teacher's permission, quietly return to the base (indoors).

- 9.11.5 In the case if a participant leaves the distance during the lessons or competitions for some reason, it is mandatory to inform the teacher or trainer, as well as the panel of judges about it. This can be done in person, at any checkpoint along the distance, etc.
- 9.11.6 Carefully listen to the teacher's or coach's explanations; when skiing, keep the interval (3-4 m); when skiing downhill – not less than 30 m.
- 9.11.7 When skiing downhill, do not hold the sticks in front of you, do not stop at the bottom of the hill, keep in mind that your classmate is following you.
- 9.11.8 In the case if some skiing inventory is broken or damaged in any other way, if it is impossible to mend it on the spot, inform the teacher, and, having received his/her permission, return to the ski base or the nearest residential area.
- 9.11.9 Sharpen your skates on a regular basis, and ensure that they are safely fastened to the skating-boots!
- 9.11.10 To avoid collisions, skate in one direction only, on skating-rinks – anticlockwise. Do not step on the ice without skates.

#### *9.12 Swimming lessons:*

- 9.12.1 Enter the water quickly and keep moving, but, as soon as you feel any shiver, quickly climb out of the water and inform the teacher or coach about it.
- 9.12.2 Do not go swimming straight after a meal and great physical exertion (a football match, combat, a long run, etc.). The break between the meal and the swim shall be at least 40-50 min.
- 9.12.3 In cold weather, perform some light exercises after swimming.
- 9.12.4 Do not swim for longer than 30 minutes, and if the water is cold, 5-6 mins is enough. When diving, do not remain under the water for a long time.
- 9.12.5 In hot, sunny days use a swimming cap. If you suffer from some form of ear disease, do not jump into the water head first. If you have suffered a mid-inflammation, a cotton wool plug greased in Vaseline shall be placed in the auricle.
- 9.12.6 Having climbed out of the water, dry yourself and get dressed immediately.
- 9.12.7 If you feel tired during the swimming lesson, calmly swim to the edge. In the case of cramp, behave calmly, stay in control, try to remain above the water and call for help. When being helped, do not cling to the rescuer.
- 9.12.8 Do not go for a swim when you feel unwell or have a high temperature.
- 9.12.9 In the case if when you feel weak and ill after swimming, immediately seek medical assistance.
- 9.12.10 It is prohibited to:
- enter the water without the teacher or the person on-duty's permission
  - enter the water when overheated (sweaty).

## **10 Safety regulations during lessons and breaks**

- 10.1 During lessons, the student is in the classroom; his/her behaviour shall not disturb the work of the educator and other students.

- 10.2 Students' behaviour in classrooms or labs is specified in the internal order regulations of the specific classroom.
- 10.3 The requirements regarding work safety regulations announced by the responsible teacher of the classroom or study shall be complied with.
- 10.4 During study time, each student is responsible for his/her work place and the inventory he/she is using.
- 10.5 During breaks, the students' activities are not regulated, the students may choose the type of rest, complying with the safety regulations and cultural norms of behaviour. The teacher responsible for the respective class takes care of the students' safety during the break.
- 10.6 In the autumn (until the autumn holidays) and in the spring (after the spring holidays), in good weather conditions (when it is not cold or wet), during long breaks the students may rest in the school yard.
- 10.7 During lunch breaks, the students go to the canteen, attended by the teacher or duty teacher.
- 10.8 The teacher responsible for the respective class, the school guard or the administration shall be informed about any infringements of the rules during breaks between lessons.
- 10.9 In the nursery school, the responsible teacher or other responsible person (e.g. substitute of the responsible teacher) is responsible for the students during all of the school day.

## **11 Action in extreme or non-standard situations and the provision of first aid**

- 11.1 In the event of fire and any other extreme situation, the signal for evacuation is switched on.
- 11.2 In the case when the fire has originated during the lesson, the students shall closely observe the instructions of the teacher leading the respective lesson, because he/she organises and is responsible for the evacuation of the students of this class, in accordance with the school evacuation scheme.
- 11.3 In the case when the fire has originated during a break, and the students are inside the school premises, they shall go to the classroom or lab where the next lesson is going to take place. When it is impossible, the students shall go to the nearest lab or classroom and follow the instructions of the teacher present there.
- 11.4 The students shall leave the school building in a controlled manner and quickly.
- 11.5 If the students are outside the school building when the fire starts, it is categorically prohibited to enter the building.
- 11.6 In case of fire, call: 01 or 112.
- 11.7 In the case of any injury or other accident taking place during the lessons and sports activities, the students shall immediately notify the teacher about it. The teacher shall provide for the provision of first aid on the spot.
- 11.8 school or takes the student to the medical office and informs the school Principal/Director or the administrator-on-duty about the injury.

## **12 Final provisions**

- 12.1 The safety regulations of Exupery International School and its amendments are issued by the school Director.
- 12.2 This document comes into force from the moment of signing and replace the “Exupery International School regulations on safety in classrooms and rooms with equipment and substances, which might endanger the students’ safety and health” No. 5-nts (from 10.08.2016).
- 12.3 This document is executed in two languages: English and Latvian. In case of differences between English and Latvian versions the Latvian version has the priority.

School Director

Dmitrijs Vinogradovs