

Approved by  
Director of ESM International School

/Graham Hill/

Annex 2 to Order No 159/2 of Director of  
ESM International School  
dated as of 23 January 2015



# THE ENGLISH SCHOOL OF MONGOLIA

ESM HEALTH AND SAFETY POLICY

## **1. Introduction**

The English School of Mongolia (ESM) is an International school valuing safety and wellbeing of its pupils, their parents, staff members and visitors.

This document is a policy and a procedure to follow to provide safe and secure environment to work and study for ESM pupils, staff and visitors.

This policy is based on Mongolian legal background and duly approved by School bodies. However ESM health and safety standards are taken to be met an appropriate norm for UK schools.

All staff should be aware to this policy and familiar with the stages to accomplish.

## **2. ESM location, land and building access**

2.1 ESM has its own land parcels. It is located near the residential and ger districts upper side of the dominant wind flow in distance not less than 50 – 100 meters from noisy and travelled areas, as well as plants, boilers, hospitals and other service places which could contaminate air, which meets current standards. Soil is smooth, clean and dry, groundwater is in depth, soil surface is uneven. 50 percent of land parcels are green area with trees, bushes and shrubs.

2.2 ESM land is comprised of 8 parcels: bus stops, southern part, northern part, car parking, tennis court, garage area, football pitch.

2.3 School building is comprised of 5 blocks: Central, Eastern, Western, Dining hall, Sports halls.

2.4 By the principle of group separation, every part of ESMI has an entrance, an exit and group area. Side stairs are reserved for emergency.

2.5 ESM land is protected by fences and has 2 gates: the main gate and the back gate.

2.6 ESM building has main entrance at its front side /south, herein after FE/, back entrance at its back side /north, herein after BE/, two emergency side exits /east and west, herein after EEE, EEW/, two Dining hall entrances/DHE/, two Sports halls' emergency exits, service door to its plumbing room, service door to its basement, service door to its kitchen and an access to the ESM roof from the third floor of the main building.

- 2.7 ESM Receptionist and Guards are in charge of safe keeping all ESM access gates and doors. They should have all necessary keys and are responsible for the keys safe keeping and appropriate use.
- 2.8 In ordinary work days and during work hours students, staff and visitors use ESM main gate to enter to ESM land, and use FE to get to the building and to exit from the building.
- 2.9 Every door is always kept locked and all the keys are kept at the Reception, doubles are kept at the Head of householder.
- 2.10 ESM back gate and BE is used only by ESM staff member to send items or receive school deliveries, and for maintenance and householder's purpose.
- 2.11 DHE is kept locked all the time and only opens on agreed schedule to allow access to ESM Preschool for students, parents and staff.
- 2.12 EEE and EEW are used only as emergency exits.
- 2.13 Occasionally, with sanction of ESM security, EEE can be used by ESM staff to send or receive items. It has direct connection to the ESM storage rooms.
- 2.14 During special days or occasions only ESM Office can sanction to open any of the doors for school purposes.
- 2.15 Kitchen service door is used only by ESM caterer for its staff access and food deliveries.
- 2.16 Basement service door is used only by ESM drivers to access to the building.
- 2.17 Plumbing room service door is only used by ESM plumber and maintenance team.
- 2.18 ESM parking zone is located on the west side of ESM Dining hall and should be used by appropriate policy.
- 2.19 ESM has 5 bus garages and they should be used by appropriate policy.
- 2.20 ESM tennis court should be used by appropriate policy.
- 2.21 ESM access to the roof is always locked and used only by maintenance team with sanction from Office.
- 2.22 ESM Head of security or Office is immediate in charge to control the safe proceeding and use all ESM access points and premises.

### **3. ESM Guards**

ESM employs 2 day guards and 3 night guards.

- 3.1 Main purpose of ESM Guards /herein after Guards/ is to ensure comfortable, safe and secure ESM premises and work environment for ESM students, their parents, ESM Staff and visitors.

- 3.2 Guards are working under Head of Security or ESM Office supervision and should follow all legal documents and policies provided by ESM Office.
- 3.3 Day guards work time is 08.00am – 17.00pm every working day, night guards work time is 17.00pm - 08.00 am every working day.
- 3.4 On school week-ends and holidays night guards are on full duty and have 24 hours shift.
- 3.5 On special occasions day guards can replace or work with night guards along.
- 3.6 Guards are main subjects to address in case of any incident which could occur in ESM premises at all times. They should proceed along ESM incident procedure.
- 3.7 Guards are first aid trained and certified personnel.
- 3.8 Guards should meet professional and other requirements imposed by competent authorities and laws.
- 3.9 Guards must always **wear their uniform properly and have a badge.**
- 3.10 Guards should take notes, with the cooperation of ESM Receptionist, on daily events and issues.
- 3.11 Guards follow strictly school's daily order, policies and respect the school timetable.
- 3.12 Guards ensure absolutely all the visitors are signed in and signed out while they are visiting ESM. They have right to stop any person for security check. ESM Head of security must guide and control guards daily duties.
- 3.13 Guards should check permanently ESM external and internal CCTV system and its recordings, Emergency accesses and exits, Fire points and building safety, and report issues to appropriate departments.
- 3.14 Night guards should check permanently ESM power outside and inside unit, heating and water provisioning system and report immediately any malfunction to an appropriate member of staff.
- 3.15 Guards should check at all times students, staff and visitors presence and behavior via CCTV or visual contact, and should stop any suspicious activity and report immediately the issue to the Office.
- 3.16 Guards can be assigned additional outside duties during the day.
- 3.17 Guards should ensure safe access to ESM, safe presence in ESM and safe exit from ESM for every person.
- 3.18 Guards can be equipped with professional security equipments as it is demanded by laws.
- 3.19 Guards must be polite and strict while they are in function. Any application of physical and oral force is **strictly prohibited** unless the potential danger endangers health and security of ESM students, staff and visitors. They must call immediately to ESM Office or competent authorities in this case and take necessary legal measures.

- 3.20 Guards have right to request for obedience students, staff and visitors menacing ESM ground, premises and work environment safety, and ask them to leave ESM ground and premises. Further action should be instructed from ESM Office. Any behavior that they can't stop must be reported immediately to ESM Office, ESM Security contractor or Police.
- 3.21 In emergency situations Guards must ensure every person has left the building and come out the last. In case if someone can't go out of the building and if the conditions create direct menace for guard's health they just go out, call and wait for Emergency service and rescuers.
- 3.22 In non working hours, week-ends and school holidays guards should work tightly with ESM security contractor. Guards are provided with direct security call button from contractor which is kept at the Reception desk, and have right to use it anytime if they consider the risk cannot be resolved internally.
- 3.23 Guards must ensure safe boarding and alighting to and from ESM buses and safe access for the buses.
- 3.24 Guards are in charge of ESM accesses functionality, gates, main doors, locks and padlocks maintenance, school sentry box(s) use and maintenance.
- 3.25 Guards are open, flexible and ready for any additional task.
- 3.26 In case when of ESM hires additional security contractor, their guards should comply with this policy.

#### **4. Fire and emergency situation procedure**

- 4.1 Emergency situations are fire, smoke, flood, armed or premeditated aggressive intruder(s), earthquake, war and other state of emergency.
- 4.2 This procedure applies to all men remaining at ESM building and premises.
- 4.3 The first person /member of staff, student, parent/ who detects a potential danger /fire, smoke, armed intruder/s/ etc/ should put on alarm by pressing red button on the wall /one on the each corridor/.
- 4.4 If a danger can be solved by on hand means Guards and Security manager should use appropriate equipment, fire extinguishers and water points /one on each corridor/ according the instruction on the wall. After the risk is solved the signal is deactivated.
- 4.5 If a danger cannot be solved immediately Guards or Security manager call immediately fire and emergency services press on a big alarm.
- 4.6 Pupils should stay in their classroom until instructed to leave by a member of staff in charge.
- 4.7 Pupils and staff should not take any belongings with them when they leave premises, last one always closes the doors.
- 4.8 Pupils and staff follow the RED ARROWS from your classroom to the Emergency exits.
- 4.9 Guards and Security manager are the last ones to leave the building and should ensure absolutely everybody has left the building.
- 4.10 Pupils and staff should walk calmly and silently while they are evacuated.

- 4.11 Pupils and staff should move to your class space or designated place in the front outside area of ESM.
- 4.12 Form Tutors should call the register of their class, Head of departments should call the register of their staff, Receptionist should call register of signed in visitors.
- 4.13 Every person is required to stay in dedicated class space or designated place until dismissed by the Fire Officer or Representative of Emergency service.
- 4.14 ESM Incident checklist should be completed to evaluate and make a point to an Emergency situation.
- 4.15 Fire and emergency practices should be done at least two times in a year, and an appropriate form should be completed and kept in the Office.

## **5. ESM Tennis court and Sports hall use**

5.1 ESM Sports Halls and Tennis courts (ESHTC) are to be used initially and mainly by and for ESM regular students, their study periods, break times, internal and outer sports tournaments, staff hours and other ESM activities. Any other time period beyond ESM's day activity which is from 8.00 to 17.00 of agreed ESM calendar work days (could be more for some tournament days and week-ends, ESM reserves the modification) has to be regulated by this policy.

5.2 ESHTCs are under ESM day and night guards' supervision. Guards have right to refuse the entrance to anyone who doesn't fit in this policy. Guards have right to take suitable security measures to stop any kind of abuse.

5.3 ESHTCs are to be used by agreed time schedule but not exceeding 3 nights per week in total.

5.4 ESHs are to be used by agreed users but not exceeding 2 hours per user per week in total.

5.5 Keys of ESHTC are kept by ESM Security Manager or Receptionist, a School board member trustee person (can't be ESM staff) and ESM head of householder (or Reception). **No other person and any member of ESM staff can't have ESHTC keys.** PE teachers should get the ESHTC key every morning via School Reception and give it back at the end of the day. Then the Receptionist should lock the keys till the next morning.

5.6 ESM board member will use his/her keys to allow agreed people into ESHTC on School board hours. ESM Security manager (or night guard) will use his keys to allow agreed people into ESHTC on ESM hours. **It's forbidden to a key holder to allow other people into ESHTC than agreed on this policy.**

5.7 ESHTCs users should give to ESM complete list of people who will use ESHTC and assign one head user.

5.8 ESHTC users should come in agreed time and should always bring and present to the guard a special ID card, provided by ESM.

- 5.9 ESM guard should make note of every ESHTC visit and make it sign by a head user.
- 5.10 ESHTC users should use the premises suitably to ESM other policies (be clean, change shoes, be respectful to staff, be reasonably careful with equipments, no eating, no smoking, not consuming alcoholic drinks or not prescribed drugs) and leave the ESHTC after the agreed timeframe. One time violation of ESM policies could result further cancellation of ESHTC use.
- 5.11 ESM reserves the right to register on the CCTV ESHTCs for 24/7 hours/days.
- 5.12 ESM has right to charge extra cleaning and damage repairs from ESH users.
- 5.13 ESM reserves the right to make special arrangements not included in this policy.

## **6. ESM Transport and Buses**

- 6.1 ESM has its own 5 garages, 3 buses with 40 seats and employs its full time bus drivers.
- 6.2 ESM has its own car, 2 garages and employs a driver.
- 6.3 Main purpose of ESM drivers /herein after Drivers/ is to ensure comfortable, safe and secure travel on ESM buses for ESM students and staff to and from ESM premises by agreed and approved bus routes provided by ESM Office.
- 6.4 Buses mainly have morning and afternoon routes per school day. Special arrangements are made for the school days with extra activities.
- 6.5 Drivers should meet professional and other requirements imposed by competent authorities and laws.
- 6.6 ESM Head of security or Office is immediate in charge of Drivers and buses.
- 6.7 Drivers must always **wear their uniform properly and have a badge.**
- 6.8 Drivers can take notes, with the cooperation of ESM Receptionist, on daily events and issues.
- 6.9 Drivers follow strictly school's daily order, policies and respect the school timetable. ESM Head of security must control ESM garage and buses use.
- 6.10 Drivers should check permanently bus technical conditions, make small repairs if needed and report issues which require professional aid to the Head of Security.
- 6.11 Drivers can be assigned additional outside duties during the day.
- 6.12 Drivers should ensure safe travel, ask and check that seatbelts are fastened on passengers, and emergency and fire tools are all in place according legal requirements.

- 6.13 Drivers must be polite and strict while they are in function. Any application of physical and oral force is **strictly prohibited** unless the potential danger endangers health and security of students and staff. They must call immediately to ESM Office or competent authorities in this case and take necessary legal measures.
- 6.14 Drivers have right to ask and request for obedience students or staff menacing the travel security and stop the bus till further instructions from ESM Office. Any behavior that they can't stop must be reported immediately to ESM Office or police.
- 6.15 In emergency situations drivers must ensure all students and staff left the buses and come out the last. In case if someone can't go out of the bus and if the conditions create direct menace for driver's health they just go out, call and wait for help rescuers.
- 6.16 Drivers must keep buses clean and safe and ensure no students have left the bus without parents consent.
- 6.17 Drivers are in charge of school buses appropriate use and maintenance.
- 6.18 Drivers are in charge of ESM garages appropriate use and maintenance.
- 6.19 They are working under Office and must be open, flexible and ready for any additional tasks
- 6.20 In case when of ESM hires additional buses to create new routes, Drivers of hired buses should comply with this policy.

## **7. ESM Trips**

- 7.1 ESM can organize various trips /herein the trip/ for its students and staff members as part of its curriculum or as extra curricular activity.
- 7.2 The trip can be proposed by a Form tutor, Subject teacher or ESM administration.
- 7.3 The trip object and responsibilities should be clearly identified.
- 7.4 The trip should be agreed and fit in the ESM calendar.
- 7.5 The trip should be evaluated on its risk factors by Head of security and Doctor.
- 7.6 The trip should be evaluated by its necessity by Head of department and Coordinator.
- 7.7 The trip template and risk assessment template are available at Office or 1-15. They should be duly completed and submit to the Office.
- 7.8 The trip should have person in charge /teacher or full staff member/ as a head of group and at least one assistant.
- 7.9 While trips are to be done by ESM buses Bus use policy and Bus use rules are to be strictly followed by trip participants.
- 7.10 ESM administration reserves the right to refuse or cancel /weather conditions, too many risk factors, disturbance to school life etc/ any trip on its discretion.
- 7.11 Doctor, with Office sanction, can join the trip to provide basic medical assistance in appropriate cases.



- 7.12 The trip head of group must notify the Office on any change at least 2 working days prior to due date.
- 7.13 The trip participants should strictly follow risk assessment recommendations.
- 7.14 Head of group has right to cancel the trip if it potentially endangers students and staff members' health and safety.
- 7.15 It is the responsibility of Head of group and trip assistants to ensure safety measures during a trip.
- 7.16 The head of group and trip assistants can call for assistance to ESM Office, Registrar or Reception at any moment if the trip encounters unexpected factors.
- 7.17 The trip timing should be strictly followed up and trip participants should be back as planned by initial trip request. Only Office can decide if the trip should be extended.

## **8. ESM Health check**

8.1 ESM employs full time Doctor.

8.2 ESM Doctor is a qualified medical staff as it is required by National school standards and by International study programs requirements implemented in ESM.

8.3 ESM Doctor is a main person to check and ensure everyday healthy working environment and food safety for ESM pupils and staff.

8.4 ESM Doctor is a main person to deal with and do first aid treatment whilst health issues or accidents are produced in ESM premises and trips during working time. Doctor has right to be assisted.

8.5 ESM Doctor has a dedicated room with required medical equipment, substances and pills.

8.6 ESM Staff has right to bring to ESM medical room pupils and staff who suffer or who had an accident for a first aid treatment.

8.7 ESM Doctor controls everyday food and beverage quality of ESM caterer and has right to make decision whether to allow or not the item in question for consumption.

8.8 ESM Doctor with Head of Household orders and control daily cleaning, maintenance and water points sanitation, weekly deep cleanings, monthly overall cleanings and disinfections, seasonal disinfections, seasonal water probes and takes necessary measures to resolve the issues.

8.9 ESM Doctor creates, keeps and updates basic medical files for every ESM pupil. Height, weight, blood type, diabetic factors, allergic factors, vaccination, disability factors are to be completed mandatory.

8.10 ESM Doctor has right to request any pupil, staff or visitor to comply with ESM health and safety standard, and to expel persons involved from ESM premises and call for assistance if needed.

### **9. Health and safety requirements internal rooms of the building**

9.1 Ventilation: classrooms, auditoriums and group rooms are ventilated thoroughly for 15 – 20 minutes in the morning and afternoon **when there are no children.** Ventilation with fresh air every 3 lessons by only opening a vent hole for 20 – 30 minutes in the summer season and 10 – 20 minutes in the cold season.

9.2 Lighting: Every classroom and auditorium has direct and side vent hole and the area of the vent hole will be 1/50 of floor area, height and width of the window is 1.6 m.

9.3 Coefficient of natural lighting is not less than 1.5, the ratio of lighting coefficient or window area to the floor area is 1:4 and 1:6.

9.4 The relative humidity of classrooms, auditoriums and group rooms is 40 – 60 per cent, carbon dioxide in the air is 0.1 /except smoke hours in winter/ percent, air oxidation is 4 mg/m<sup>3</sup> and speed of air traffic is 0.25 m/s.

### **10.ESM Canteen requirements**

10.1 The area of the meal distribution section will be at least 3 sq. m. and have sink, table, cupboard and heater for meal distributing and washing and keeping dishes and bowls. Total area of the meal preparation and distribution parts will be 64 sq. m. and there will be storage for dry food products (7 – 12 sq. m.), dishes washing section (4 – 8 sq. m.), vegetable storage (4 – 10 sq. m.), container for transportation food products and storage for food products (4 – 7 sq. m.).

10.2 Storage and rooms of the canteen will have one flow-production directed from raw foods to ready products.

10.3 Water supply and wastewater drainage:

- School meets the day school standard to allocate 75 l of water per day for one student. Drinking and household water /tap water/ should be analyzed quarterly and caused to make conclusions by the professional organization.
- School toilets are disinfected and cleaned with 5 – 10 per cent of chlorine solution every week.

- Toilet pans, bath and sink are regularly washed and disinfected with 2% hydrochloric acid solution and 3 – 5% liquefied chlorine solution and wall, knob, floor and potties with 1 – 3% chloramine solution.

### **11. ESM Dining hall and coffee corner /buffet and canteen**

- 11.1 Internal equipment and meal preparation technology of the school canteen and buffet should meet requirements of sanitation rules for the public catering establishment. Dining hall has tables with 8 and 10 seats, and space between the meals serving area and receiving dirty dishes are 300 – 400 cm, 100 – 150 cm between the tables and at least 200 cm the tables and walls.
- 11.2 Tables are made with genuine wood, covered by long lasting, eco friendly wood coat materials, easy to clean and resistant to high temperatures and disinfectants. Tables are to be wiped and cleaned regularly with wet towels and moreover washed with hot water with soda, soap and detergents every day. In the canteen, there are 4 sinks for hand washing.

### **12. ESM Requirements associated with children's meal and food**

- 12.1 Employees working at the canteen and buffet of the school are involved in the prophylactic examination and microbiological analysis every 6 months.
- 12.2 Regularly assigned member of staff and caterer tests smears taken from internal equipments, toys, kitchen tools and dishes and take smears from hands, gowns and aprons of mentors, minders and cooks and analyze the results of disinfection and cleaning.
- 12.3 Regularly assigned member of staff and caterer tests the quality and standards of food products, ingredients and content, norm and calorie of prepared meals, vitamins contained in the meals and carry out package of analysis on food products and prepared meals.
- 12.4 Menu is planned for breakfast and lunch and approved by the Director. The menu should be prepared according to the approved recipe and technology and produced meals should be tested by the Chef Cook and checked and agreed by the ESM Doctor. As required all meals samples are taken and stored in the refrigerator under the 4 – 6C degrees with the registered date, time and name of the cook who prepared the meal. There is a flow sheet for every meal, snack or drink and process of the mixing the meal ingredients and norms are done according to the flow sheet.
- 12.5 Temperature for the soup should be 75C degrees, for the second course is 65 degrees and for cold snacks - 2 – 14C degrees. Meals should be prepared considering storage time for 2 – 3 hours.

12.6 The kitchen, as required, should have storing and cooling devices for perishable food products. Bench and board for red and cooked meat, vegetables, bread and dough and knife must have their individual marking and should be washed and disinfected with hot water after every usage.

12.7 The canteen is wet cleaned every 2 hours and general cleaning is made more than one time a week.

12.8 Canteen employees should take off their uniforms when to go to the toilet and go out and wash and disinfect their hands with 0.1 percent chloramine solution after coming.

12.9 Canteen employees should wear standard gloves whilst processing directly consumable items.

12.10 Perishable food products are kept for the certain period of time under +4 - +6C degrees in the refrigerator. Dry food products are kept under +10 - +12C degrees and vegetables under +1 - +3C degrees.

### 13. ESM Norms for some sanitary goods to be issued per month

13.1 Pemoksol /cleaning salt/ and sanitation /in grams/

- 350.0 for polishing kitchen containers
- 10.0 for 1 sink for 1 restroom /for one time/, 20.0 for 1 porcelain lavatory pan /for one time/, and 30.0 for cleaning 1 bath /for one time/.
- Material for towels /in meters/ will be issued for 1.5 months.
- 0.75 m towels for washing with soap the 250 sq. m. of floor area, 0.75 m for dry wiping and 0.6 m for dust cleaning.
- 0.75 m towels for washing the floor of 1 restroom, 0.5 m for washing wall, door and window, 0.5 m for washing porcelain lavatory pan and 0.25 m for washing wooden toilet seat, respectively.

13.2 Norms for some sanitary goods to be issued per month

Position	Hand soap	Household soap	Detergents
1. Food-keeper	200.0		
2. Doctor, nurse	200.0		
3. Linen washer	200.0	100.0 per 4 kg	60.0 per 0.4 kg
4. Maintenance personnel	400.0	50 g for 50 sq. m. of floor area	40 g for 50 sq. m. of floor area
5. Sewer personnel	400.0 – 450.0	For cleaning 1 restroom	
6. Chief Cook	200.0	200.0	
7. Assistant Cook	300.0	400.0	350.0

8. Kitchen assistants	400.0	600.0	700.0
9. Kindergarten teacher	200.0		
10. Kindergarten nurse	300.0	800.0 for wall and window	700.0 for door

### 13.3 Storage time for some food products

- Cream for 72 hours under +4 - +8C degrees
- Curd: 36 hours under +4 - +8C degrees
- Yogurt: 48 hours under +4 - +8C degrees
- Salad is stored for 6 hours, boiled sausage 48 hours, minced meat 6 hours, meat and fish cutlets 12 hours, curded milk 36 hours, tomatoes and cucumbers 5 – 6 days under +8 - +10 degrees, fruits 2 – 3 days under +2 - +3 degrees, cake 36 hours +4 - +6 degrees, etc.

## 4. Method for hand washing

### 14.1 Hand washing is the most reliable method for preventing against the infectious intestinal disease

- Who to wash hands?
  - Absolutely every person
- When to wash your hands?
  - After using the toilets and before and after meal preparing and cooking for canteen staff
- For canteen consumer
  - Before having a meal
  - After going to the toilet /after helping for your child to go to the toilet/
  - Coming home from the street /after playing, walking out, walking with the dog, etc/
  - After touching with domestic animals
  - After coughing, sneezing and blowing the nose
  - After cleaning home and yard
  - After caring for sick person and visiting sick friends, etc.
- How to wash your hands?
  - Wet your hands carefully with flowing warm water

- Soap until form foam and wash scrubbing rear, palm of the hands, between the fingers and under the nails for about 20 seconds
- Rinse with clean water /rinse the soap with clean water/
- Wipe with clean towels
- Close the tap of flowing water using clean towel or napkin

## **15. Food and beverage safety**

15.1 ESM has a cooperation contract with “Bayan Uul City” LLC. By contract ESM is lending its Dining hall and Kitchen equipment to the company and should be provided by good quality, safe and stable food and beverage supply. The contract ends on 31<sup>st</sup> May, 2018.

15.2 ESM is serving food and beverages in 2 places: Coffee corner and Dining Hall. Staff members can use staff room for quick snacks /water point, fridge are provided/. **In all other places except the above mentioned ones ESM doesn't allow to eat!**

15.3 ESM Doctor, with the cooperation of School Head of householder, is in charge of School premises hygiene and safety. Doctor is ESM main person whose direct functions are to ensure that the caterer provides a good quality, permanent and safe food service.

15.4 Every morning Doctor checks the food components quality, makes degustation, and keeps samples of every dish in cold storage. By the end of three days period samples are liquidated if there are no signs of intoxication or sickness from students and staff members.

15.5 Every parent must notify Doctor on allergic or ill-assorted food ingredients about their student. Doctor has a medical file for every pupil and makes appropriate notice on it, makes a list of those at risk and gives a copy to a caterer.

15.6 A student allergic to a certain ingredient of a daily menu should ask to remove this ingredient from his/her food while he/she is served. If it is impossible to separate the allergic ingredient while serving, a student can bring own lunch or order a different thing from caterer **within the school daily menu.**

15.7 In case of food or beverage light poisoning or sickness Doctor makes first aid, consults with the parents allergic symptoms and uses the Bayanzurkh district medical center hotline to inform and get assistance. She must give food samples immediately to a laboratory. In case of serious food and beverage intoxication or sickness Doctor calls Emergency first and then the Emergency work group from district Medical center to work out the reason of the case.

15.8 Doctor checks every morning Preschool, Coffee corner, Dining hall, Kitchen sanitation and Kitchen staff uniform.

15.9 Doctor with Head of householder checks every day school toilets state and makes appropriate notices to keep them clean and safe to Head of householder.

**15.10. STUDENTS AND MEMBERS OF STAFF SHOULD NOTIFY IMMEDIATELY DOCTOR AND HEAD OF HOUSEHOLDER IF THEY SEE INAPPROPRIATE STATE OF ANY SCHOOL PLACE WHICH ARE LEADING OR COULD LEAD TO EVEN A POTENTIAL DANGER FOR STUDENTS AND STAFF.**

## **16. Related Documents**

The following documents are related to this policy, and are available on request:

- ESM contracts and agreements with caterer; or power, water, heat, products and services supply companies;
- ESM land and building deeds;
- ESM bus use notices;
- ESM fire and emergency notices;
- Fire fighting instructions;
- ESM orders, policies

**Revisions - Please write your name, the date and action taken.**

Action Taken (eg. Write/Review/Edit)	Name	Date
Write	Munkhjargal Sanjaadorj	17 <sup>th</sup> August 2015
Review	Munkhjargal Sanjaadorj	15 <sup>th</sup> August 2017
Review	Munkhjargal Sanjaadorj	13 <sup>th</sup> August 2018