

JULES VERNE RIGA FRENCH SCHOOL

Internal rules No ____

Safety rules for Educatees

Issued pursuant to Clause 7 of the Regulation No 1338 of the Cabinet of Ministers as of November 24, 2009 "The order in which to ensure the safety of students in educational institutions and in events organized by it"

Riga, June 19, 2019

1. The regulations prescribe the safety and labour protection requirements for the education and training of the educatees and the staff of J.Verne Riga French School (hereinafter – the Educational Institution) in accordance with the procedures laid down in the following annexes:
 - 1.1. the evacuation plan;
 - 1.2. Internal Procedure Regulations;
 - 1.3. a set of security rules for specific circumstances and situations:
 - 1.3.1. safety instruction for educatees (Annex 1);
 - 1.3.2. fire safety rules (Annex 2);
 - 1.3.3. electrical safety rules (Annex 3);
 - 1.3.4. first aid rules (Annex 4);
 - 1.3.5. on the safety of walks, excursions and hiking (Annex 5);
 - 1.3.6. road traffic rules (Annex 6);
 - 1.3.7. security rules for sports competitions and sports classes (Annex 7);
 - 1.3.8. rules for the organization and safety of swimming lessons (Annex 8);
 - 1.3.9. on the safety in lessons (classes and rooms) that contain equipment and substances which may endanger the safety and health of educatees (Annex 9):
 - 1.3.9.1. housekeeping and technology (hereinafter – technology);
 - 1.3.9.2. informatics (IT);
 - 1.3.9.3. biology and chemistry;
 - 1.3.9.4. physics.
2. As provided by the legal acts on labour protection and safety related to the safe employment of the staff of the Educational Institution, in addition to the documents referred to in Clause 1, the administrative director of the Educational Institution shall ensure that the employees of the Educational institution (hereinafter – the employees) are annually familiarized with and trained in the area of labour protection and safety, referring to the working place or training environment and the performance of work or training process. The instruction and training of the employees shall be adapted to the changes in risk of the working (training) environment and shall be periodically repeated (annually, as well as in case of significant changes in risk).
3. The educatees shall be familiarized with the present regulations and the evacuation plan, taking into account their age:
 - 3.1. by the legal guardian before the agreement on provision of education is concluded with the Educational Institution/its founder, and the legal guardian certifies it by signing the respective agreement;
 - 3.2. by a class teacher:
 - 3.2.1. once per year (in September) – with safety instruction for educatees, fire safety rules, evacuation plan, electrical safety and first aid rules, the road traffic rules and safety regulations in sports competitions and sports classes;

- 3.2.2. twice a year (in September and January/February) and each time before the commencement of new activities that may endanger health and safety of the educatees – with the provisions on the safety in lessons (Annex 9);
- 3.2.3. in case the regulations are amended during the school year in terms of content;
- 3.2.4. educatees who have applied for the Educational Institution during the school year shall be familiarized with the regulations mentioned in Clause 3.2.1 and 3.2.2. upon their arrival;
- 3.3. the pedagogue responsible for the respective event shall familiarize the educatees with the safety rules for walks, excursions and hiking, as well as the road traffic rules – before each walk, excursion or hiking;
- 3.4. sports pedagogue shall regularly orally familiarize (remind) the educatees with safety regulations in sports competitions and classes and rules for the safety of swimming lessons;
- 3.5. instruction and training directly related to the place(s) and execution of the work shall be carried out when commencing work (training), when its nature or circumstances change, when new equipment is introduced or the previous one changed and when new technology is introduced.
4. Presentation of the regulations to educatees as provided in Clause 3.2.1-3.2.4. shall be recorded in the respective register (logbook of the class or group), where educatees – if it is appropriate to their abilities and skills – certify that by entry “get acquainted”, indicating the date and by placing signature (if it is not possible, the introductory entry is made by the class teacher).
5. The representative of the administration shall familiarize the employee with the regulations when the employee commences employment with the Educational Institution (before commencing work duties), as well as on a regular basis once per year at the beginning of the school year and if the regulations are amended during the school year. Employees shall confirm by signing that they have been acquainted with the regulations, indicating the date as well.
6. The legal guardians of the educatees shall be acquainted with the regulations before the agreement on provision of education is concluded with the Educational Institution/its founder, and they shall confirm that, by signing the respective agreement. The legal guardians of educatees shall be informed about the amendments of the regulations by sending information via e-mail or by placing the new version of the regulations in the premises of the Educational Institution.
7. Visitors shall become acquainted with the regulations in the premises of the Educational Institution and on the home page of the Educational Institution.
8. The regulations are published on the home page of the Educational Institution.
9. Safety rules, the evacuation plan, as well as phone numbers to call in urgent cases shall be displayed at the Educational Institution in a prominent place and in each classroom.
10. Prior to each lesson and event, the responsible pedagogue shall verify the suitability of the premises and technical equipment, compliance with operational and safety requirements.
11. The responsible pedagogue shall coordinate the plan (program) of the event with the director. The plan of the event shall specify the time and place of the event, approximate number of participants and the security measures to be taken. If necessary, the director shall coordinate the event with the local government and shall inform the local government or State Police about the time and place of the event.
12. At the building of the Educational Institution in Patversmes 20, Riga, before going to the playground area, the responsible pedagogue or his/her assistant shall make sure that there are no objects dangerous to life or health of the educatees or that no extraordinary circumstances have occurred. Educatees shall leave the premises only under supervision of the responsible pedagogue or his/her assistant.

Director

Safety instruction for educatees

I. General provisions

1. The present annex regulates the general safety rules for the educatees.
2. The possible dangerous and harmful work environment factors in the educational process:
 - 2.1. microclimate (temperature, relative air humidity, speed of air movement);
 - 2.2. insufficient or incorrect lightening;
 - 2.3. electrical power;
 - 2.4. slipping, tripping, falling.
3. Collective and personal protective means to be used are ventilation, air conditioning, curtains and blinds for adjustment of natural lighting.
4. General rules for fire safety:
 - 4.1. it is prohibited to handle open fire in classes and rooms;
 - 4.2. it is prohibited to smoke;
 - 4.3. do not touch (except in case of fire) and do not move fire extinguishing agents;
 - 4.4. it is prohibited to bring and store volatile, flammable substances in the cabinets.
5. General rules for electrical safety:
 - 5.1. in case the electrical equipment (computer, etc.) to be used in the training process is damaged (sparking, smell of ignition, heating of switches, leakage (at least slight) of electrical power to the body of the electrical equipment, etc.), the educatee must stop the work, report to the pedagogue and warn other educatees about the situation. Work may only be resumed when damage has been remedied;
 - 5.2. it is prohibited to repair of electric appliances, wires, switches, contacts etc. – it should be done by qualified personnel;
 - 5.3. it is prohibited to touch electric appliances, that are plugged to electrical power, wires, switches, with damp (wet) hands.

II. Safety requirements to be observed during lessons

6. During lessons educatees shall observe discipline and not to disturb the work of other educatees.
7. Cleanness and order in classrooms and areas for common usage shall be maintained. Do not damage inventory and training aids.
8. The educatee shall inform the pedagogue about the damaged chairs and to place them in such a way that no other educatee can accidentally sit on them. Do not sit on damaged chairs.
9. When moving around classrooms/ areas for common usage, or moving between benches, be cautious, do not run and do not make fast movements. Be especially careful when moving on stairs.
10. When using office equipment (projector, copier etc.) in the learning process, get acquainted with the rules for their use (operation, safety) before their usage and act according to them. Use the equipment only with the permission of the pedagogue.
11. Do not open windows without permission from the pedagogue. If windows are open, it is prohibited to sit/ stand on windowsill, bend out of the window.
12. In case of storm, strong winds close the windows of the classroom to protect yourself from getting injured by broken glass (culets) in case the window glass breaks.
13. Do not step on tables, piles of books (documents), on chairs, that are put on tables etc.

14. If the floor of areas for common usage (corridors etc.) is slippery or wet, it should immediately be reported to the pedagogue or other employee.
15. During practical lessons:
 - 15.1. it is allowed to start the work only after having listened to the task assigned by the pedagogue and after being instructed on the safety rules;
 - 15.2. to follow all instructions of the pedagogue;
 - 15.3. not to perform actions that may cause accident;
 - 15.4. in case of uncertainty or doubt about the safe execution of the task assigned, approach the pedagogue.
16. Do not enter and do not to be in the Educational Institution under the influence of alcoholic, toxic or narcotic substances.
17. Inform the pedagogue and do not start the practical lesson in the event of sudden illness, or when feeling unwell, if that may cause an accident.

III. Safety requirements in emergency situations

18. If an accident or illness during learning process occur, the pedagogue or medical personnel of the Educational Institution shall be informed immediately. If necessary, emergency medical assistance shall be called (phone no. 113). The place of accident shall not be touched unless that creates additional danger.
19. Detecting the outbreak of the fire call the firefighters immediately (phone no. 112) and report it to the management of the Educational Institution. Fire extinguishing with fire extinguishers should only be started, subject to personal safety, if the educatees are trained to do it.
20. When you hear an alarm, which, in accordance with the procedure prescribed for the building, warns of the occurrence of fire or other dangerous situation, the classes shall be stopped and the premises / building shall be left immediately by the nearest escape exit in accordance with the evacuation plan.
21. Report immediately to the management of the Educational Institution or to the pedagogue, and alert other persons of dangerous (risk) factors detected which may endanger lives and health of other educatees and other persons.

Director _____

Fire safety rules

I. General provisions

1. The present annex regulates the fire-resistant use of Educational Institution's buildings (addresses of buildings: 22 Stabu Street, Riga, and 20 Patversmes Street, Riga), fire safety requirements and action in the event of fire, which shall be observed by the employees and the educatees. The annex is drafted in accordance with the requirements of the Regulations of the Cabinet of Ministers of April 16, 2016 Nr. 238 "Fire safety regulations" (hereinafter – the Regulation).
2. The buildings of the Educational Institution are equipped with fire alarm, internal fire-extinguishing water pump and pumping station (only at Patversmes Street), as well as with powder fire extinguishers located on floors of both buildings and separate study and work rooms.
3. Evacuation plans for the outbreak of fire have been developed and approved for the buildings of the Educational Institution, and their graphic drawings are located on each floor of each building. All escape routes are maintained in accordance with the Regulation, emergency exits are equipped with special locks, which in case of necessity can be opened without a key.
4. The buildings has a fire-proof coating in accordance with the requirements of the rules for construction.
5. Educatees and employees shall be familiarized with the fire safety issues, certifying it with signatures in the instruction registration logs. It is the responsibility of educatees and employees to acquire fire safety procedures in the annual briefing (instruction) and comply with them. If the fire safety regulations are violated due to the guilty actions of the employee, the guilty one shall be held liable according to the procedures specified in regulatory enactments.
6. It is the duty of every person to prevent the occurrence of fire by his/her actions.

II. Conditions for compliance with fire safety

7. The person appointed by the director (hereinafter – the person responsible for fire safety) shall be responsible for compliance with fire safety regulations at the Education Institution. Other employees are responsible for fire safety in their respective workplace.
8. The duties of the person responsible for fire safety:
 - 8.1. to organize work regarding the fire safety in the Educational Institution, to ensure compliance with the fire safety requirements specified in regulatory enactments and supervision of the fire safety in the Educational Institution and its building;
 - 8.2. to organize the fire safety instructions in cooperation with the employees of the administration and pedagogues; to educate and consult employees and educatees in the area of the fire safety;
 - 8.3. to organize training of fire safety and evacuation for the employees and educatees, and, if necessary, practical training in the area of fire safety;
 - 8.4. to ensure operation and inspection of fire-fighting equipment, fire alarm, internal water supply and pump station (only at Patversmes Street), to organize timely elimination of damage and to ensure replacement thereof if necessary;
 - 8.5. to ensure timely inspection and re-filling of fire extinguishers, as well as their appropriate placement in the buildings of the Educational Institution;
 - 8.6. to participate in the inspections of the State Fire and Rescue Service and to ensure the execution of prescribed fire safety measures;
 - 8.7. to prepare a report on compliance with fire safety requirements in the Education Institution and its buildings at least once a year, and to submit it to the director and the administrative director.

9. The responsibilities of staff of the Educational Institution and educatees in fire safety:
 - 9.1. to master and comply with fire safety requirements;
 - 9.2. to keep their work (study) place in order;
 - 9.3. to prevent activities that may cause fire (smoking in unauthorised places, use open fire etc.);
 - 9.4. to use only those electrical equipment intended for direct work (training) duties and that are in good working order, to observe the rules of their use;
 - 9.5. to be able to use existing fire extinguishing agents and equipment, taking into account the age of the educatee;
 - 9.6. in case of fire, immediately call the fire and rescue service, phone 112;
 - 9.7. to take all possible measures to evacuate of humans and material values, and to eliminate fire.
10. Smoking for employees is allowed only in a specially arranged and designated place.
11. The maintenance of both premises of the Educational Institution and their adjacent territory in a fire-safe order provides for the following prohibitions:
 - 11.1. it is prohibited to use non-standard heaters and other electrical appliances;
 - 11.2. it is prohibited to use non-standard fuses and their melting inserts in electrical installations and other non-standard parts;
 - 11.3. it is prohibited to leave unattended working electrical equipment;
 - 11.4. it is prohibited to operate damaged electrical equipment, use wires and cables with damaged insulation;
 - 11.5. it is prohibited to block emergency exits, roads and access to fire extinguishers;
 - 11.6. it is prohibited to make change in the layout and functional use of premises that do not comply with fire safety regulations;
 - 11.7. it is prohibited to use technical floors (attics and basements), stairwells and spare materials for storage of materials and objects;
 - 11.8. it is prohibited to use lighting or decorative items with open fire;
 - 11.9. it is prohibited to bring and to store in the Educational Institution combustible and flammable liquids, except in classes where it is required for educational process, and use them to clean premises; it is prohibited to use open fire;
 - 11.10. it is prohibited to burn sparklers, wax or stearin candles in the Educational Institution without the presence of a pedagogue. It is prohibited to decorate Christmas tree with easily flammable toys and cotton wool.
12. The building's courtyards and adjoining area shall be kept in well-order and regularly cleaned from various materials, waste and rubbish. It is prohibited to burn fires in the territory, burn waste, last year's grass and perform other activities with open fire.
13. Additional requirements for fire safety in the Educational Institution in accordance with the Regulation:
 - 13.1. staff on duty have up-to-date information on the number of people staying at the Educational Institution overnight and their placement;
 - 13.2. it is allowed to work with hazardous substances, electrical appliances and heaters only under the guidance of a pedagogue;
 - 13.3. work, where flammable vapours or gases are released, shall be done in ventilated cabinets;
 - 13.4. in the Educational Institution hazardous substances shall be stored in lockers. The keys of these lockers shall be stored by pedagogues;
 - 13.5. in training rooms, after each lesson, flammable rubbish and materials to be wiped away shall be removed. In the training rooms not more that the amount of materials required for one day shall be stored;
 - 13.6. after classes the pedagogue shall examine the premises and disconnect electrical equipment.

III. Fire safety equipment

14. Fire-fighting equipment and fire extinguishers (hereinafter together referred also as to – fire safety equipment) shall be stored in specially prepared, visible and easily accessible locations (corridors, internal fire-extinguishing taps, large work (training) rooms) in accordance with the regulations for their technical operation. These places shall be marked with reference marks. There shall be an information label on the body of the fire extinguisher, indicating its type, the type of filling, the task of the apparatus, the order of exposure, the expiry date, etc.
15. The unhindered access to fire safety equipment shall be ensured in the Educational Institution.
16. Fire safety equipment shall be maintained in order for use. The person responsible for fire safety shall ensure their replacement or repair in case of damage. Fire extinguishers may only be checked, refilled and repaired by licensed companies.
17. In cold season, unheated rooms and areas shall be equipped with fire extinguishers, the operating rules of which allow their operation at any time of the year.
18. It is prohibited to use fire safety equipment for other purposes.
19. When using a fire extinguisher to extinguish a flame, it is prohibited to point its nozzle (spray) in the direction of people.
20. It is prohibited to extinguish fire with chemical and foam fire extinguishers on that electrical equipment in regards to which it is not known whether it is under voltage.

IV. Action in case of fire

21. In case of fire, the employees and the educatees within the limits of their possibilities are obliged to report it to the management of the Education Institution (the educatee informs any employee or any other adult) and the State Fire and Rescue Service by phone 112, naming the exact address of the building, the origin of the fire, own name, surname and telephone number, as well as to stop people from entering the site.
22. The outbreak of the fire at the Educational Institution shall be announced by a long, 3-time ringing signal and verbal announcement.
23. In the event of a fire, everyone shall leave the object. Immediate evacuation of educatees and employees from the fire area, evacuation and protection of material assets shall be carried out. Employees, after assessing the conditions for their own safety and that of others, shall be entitled to extinguish fire by all appropriate means, until fire-extinguishing is taken over by the State Fire and Rescue Service.
24. The person responsible for fire safety (or the responsible person in the relevant building of the Educational Institution) shall, to the extent possible, take the following steps to prevent the spread of fire:
 - 24.1. organize disconnection of electrical power;
 - 24.2. assign staff to meet the Fire and Rescue Service to indicate the shortest route to the fire location and to the taps of the internal fire water system;
 - 24.3. warn people involved in fire extinguishing about possible injuries (crash of the building, electric power, poisoning, burns);
 - 24.4. when organizing evacuation of people, do everything to prevent possible outbreak of panic. The evacuation procedure shall be determined depending on the origin of fire and the location of the emergency exits. Primarily, all educatees shall be evacuated;
 - 24.5. organize the check of premises, whether people, incl. those, who took part in fire-extinguishing and evacuation, have not been left there;
 - 24.6. upon arrival of the State Fire and Rescue Service, the person who organized the primary fire-fighting measures shall inform the rescue service of the place of origin of the fire, the direction of the spread of fire, the specific features of the object (high temperature, combustion products

- and the dangerous effects of water on the equipment, documents, etc.); further acting under the direction of the fire extinguishing and rescue manager and upon his/her instructions.
25. Other employees shall have the following responsibilities during fire extinguishing:
 - 25.1. if necessary, participate in the evacuation of people and material values within the limits of their possibilities;
 - 25.2. execute the orders of the persons who manage rescue work, until the arrival of the State Fire and Rescue Service;
 - 25.3. follow the instructions of the State Fire and Rescue Service.
 26. When saving yourself or saving other persons from the room heavily full with smoke, use a moistened handkerchief or move around with your head as low as possible, where breathable air is still present.
 27. If necessary, the employee shall call the emergency medical assistance and emergency services.
 28. Firefighting and rescue services shall also be called in case the fire is prevented by the staff themselves, as the grizzling can remain in hidden places and after a while the fire can re-emerge to greater extent.

Director

Electrical safety rules

I. General provisions

1. The present annex regulates the safety requirements for general electrical safety when working with electrical equipment.
2. The responsible person for electrical safety appointed by the director as well as any employee working with electrical equipment shall be responsible for ensuring compliance with the requirements of these Regulations at the Educational Institution.
3. When working with electrical equipment, you need to know:
 - 3.1. the general requirements of electrical safety and work safety;
 - 3.2. the types of the effects of electric current and effecting factors;
 - 3.3. methods of safe use of electrical equipment necessary for work (training);
 - 3.4. fire safety requirements for electrical equipment.
4. Educatees and employees shall be instructed on issues of electrical safety, and this fact shall be confirmed by signatures in instruction registration log.
5. Dangerous and harmful factors of electric power are electric shock and burns.
6. The following environmental factors can increase the danger:
 - 6.1. floors conducting electrical power (metal, earth, reinforced concrete, tile, brick);
 - 6.2. inadequate lighting of the work (training) place;
 - 6.3. electrostatic fields;
 - 6.4. physical overload and poor health of an employee.
7. Collective protective measures are:
 - 7.1. the placement of warning signs and posters;
 - 7.2. adequate lighting of the work (training) place;
 - 7.3. instructions on electrical safety.

II. Safety requirements commencing work (training)

8. Before starting work (training), visually check the wiring insulation of the electrical equipment necessary for the performance of work, the technical condition of contacts and switches.
9. Turn on the electrical equipment necessary for work (training) and make sure it works properly.
10. Do not start to work if damage to electrical equipment shell, cable insulation, contact connections, switches and other damage is detected.
11. Damage detected shall be reported to the pedagogue to prevent damage.

III. Safety requirements during work (training) process

12. When working with electrical equipment, ensure that electrical wiring, connections, cables, contacts are not pressed (in windows, doorways), crushed or otherwise deformed (between or under inventory, with other objects).
13. Do not allow twisting of wires and cables of electrical equipment, or formation of nodes. It is prohibited to use damaged sockets, non-standard electrical devices, to leave electrical wires with non-insulated ends under voltage; it is prohibited to carry out other activities that may pose electrical safety threat.

14. It is prohibited to carry out repairs of electrical equipment (including replacement of lighting bulbs) without agreement of the responsible employee.
15. It is prohibited to use electrical equipment not intended for work (water heaters, electric water heating coils, self-made lighting fixtures, etc.) without agreement of the responsible employee.
16. It is prohibited to switch on and work with electrical equipment with wet hands.
17. It is prohibited to place vases, flower pots, cups and other items on the electrical equipment.

IV. Safety requirements, finishing the work, and measures to be taken in dangerous situations

18. At the end of work it is necessary to turn off the electrical equipment and leave the work (training) place in order.
19. In the event of sudden power interruption, it is necessary to stop to work, turn off electrical equipment and find out the reason for switching off the power supply.
20. In case of damage to electrical equipment (sparking, appearance of smoke or flame, odour of burning, etc.) it is necessary to disconnect the equipment from the network, to notify the pedagogue or any other employee and to stop the work until the damage is repaired.

Director _____

First aid rules

1. General provisions

1. If the victim suffocates, heavily bleeds, broken bones are observed, complains about severe pain, is unconscious or in a condition of excess agitation, is experiencing seizure, has gained electric trauma or extensive burns, or is otherwise suspected of serious health problems, educatee shall perform the following actions:
 - 1.1. shall immediately inform the pedagogue, the medical staff of the Educational Institution or any other adult;
 - 1.2. shall eliminate, as far as possible, the effects of life-threatening factors;
 - 1.3. if the educatee is trained to provide the first aid and, if it is possible, shall take the victim out of the dangerous zone, delimit the site of the accident.
2. An adult who has received information about the fact or has found it by himself/herself, shall provide the first aid, if possible, and shall call the emergency medical service if necessary (phone 113).
3. The employee of the medical room of the Educational Institution's relevant building shall ensure that the first aid kit contains the following items:
 - 3.1. disposable gloves to be used to protect yourself from infection;
 - 3.2. clip-on needles for attaching a large-size bandage;
 - 3.3. scissors that are used to cut the clothing of the injured to access burn or bleeding wound of the traumatized body and to cut bandages;
 - 3.4. artificial respiratory mask valve. The valve is applied by placing it against your mouth and passing your exhale air through it;
 - 3.5. a triangular patch to be used to fix the arm, apply a pressure bandage or to bandage wound;
 - 3.6. leucoplast to fix the bandage;
 - 3.7. a wound patch to bandage small wounds;
 - 3.8. a mesh bandage to secure bandage compress on the wound;
 - 3.9. a compression bandage package to fix arm, to apply pressure bandage or bandage wounds;
 - 3.10. gauze to bandage wounds. When bandaging larger wounds it is at first covered with bandage compress.

2. Provision of the first aid

4. Taking into account the level of knowledge of the educatee and the adult and possibilities in a particular situation, an “*ABC scheme*”, an emergency plan for assessing the victim's condition, when saving and maintaining life of the victim, shall be carried out at the scene of the accident by checking and (considering the knowledge and possibilities) taking the following actions:
 - 4.1. a conscious person who is able to orient in time un space, responds to questions, responds to irritation – release the airways – nose, mouth, throat, larynx and respiratory tract – from foreign bodies;
 - 4.2. for an unconscious person:
 - 4.2.1. place on the side, if necessary – clean the oral cavity in order to prevent obstruction of respiratory tract (incl. with tongue), life-saving gripping is applied (place one hand on the forehead, place the other hand on the lower jaw, simultaneously bend the head back and draw the lower jaw from the place);

4.2.2. check whether he/she breathes (bow to the victim to find whether you feel the air flow from the victim's respiration on his/her face);

4.2.2.1. if the victim is unconscious but breathes, the victim is placed on the side to prevent tongue-choking;

4.2.2.2. if the victim is unconscious and does not breathe after release of the respiratory tract, then artificial respiration shall be performed immediately. After two exhalations check the pulse on the carotid artery:

4.2.2.2.1. if it is palpable then respiration shall be continued 10-12 times per minute, checking the pulse after each minute;

4.2.2.2.2. if after two artificial inhalations there is no pulse on the carotid artery, a cardiac massage shall be performed (with a forefinger of one hand find the place where the ribbons join, place the front of the wrist on the breastbone, in the direction of the upper part of the body, place the other hand on the first one in a way that the fingers keep intact at the chest):

- for heart massage, sharp, strong short-term wrist pressure is applied, to compress the chest 4-5 centimetres with a frequency of 80 times per minute;

- for cardiac-pulmonary resuscitation, follow the following procedure:

✓ after 15 times of heart massage make 2 times artificial respiration;

✓ after each 4 respiration and heart massage cycles control the pulse on the carotid artery;

✓ if there is no pulse, resume cardiac-pulmonary resuscitation;

✓ if there is pulse, control breathing, if necessary, continue just respiration 10-12 times per minute;

4.2.3. if breathing is restored, the victim shall be placed in a stable lateral position.

4.4. In case of life-threatening bleeding, help to the victim shall be provided in a supine position. Bleeding shall be stopped by pressing hard enough on the bleeding place, so that the tissue around the blood vessel press the blood vessel, by applying a pressure bandage, but avoiding the use of the strain.

3. Instructions for particular situations

-1- BLEEDING NOSE

✓ **spontaneous bleeding:**

✓ to seat, tilting forward (in order to avoid swallowing the blood);

✓ to make him blow his nose;

✓ squeeze the bleeding nostril with a finger for 5 minutes, elbow resting on the table or other solid surface;

✓ if after 5 minutes the bleeding has not stopped, continue squeezing

✓ **bleeding after the hit on nose or head:**

✓ monitor whether person is conscious;

✓ if a person starts to lose consciousness (see situation 5), call for help.

-2- "NERVOUS CRISIS"

✓ **Possible indications (one or more):** ✓ **What to do?**

- ✓ anxiety;
- ✓ difficult to breath;
- ✓ unable to speak;
- ✓ anxiety;
- ✓ agitation (creep);
- ✓ crying;
- ✓ shouting.

- ✓ isolate if possible;
- ✓ make to sit or lie down on the ground;
- ✓ loosen clothing;
- ✓ breath slowly;
- ✓ make the person speak;
- ✓ leave a peaceful and compelling person next to him.

-3- INDIVIDUAL OR COLLECTIVE STRESS:

Stress can be felt by anyone

- ✓ **Possible indications (one or more):**
- ✓ agitation (creep);
- ✓ hyperactivity;
- ✓ aggressiveness;
- ✓ anxiety;
- ✓ desire to escape ... panic.

- ✓ **What to do?**
- ✓ **In case of individual stress**
- ✓ isolate the person, take care of him / her individually (personally) (entrust the rest of group to other adult or students' leader);
- ✓ explain, persuade, engage in dialogue;

- ✓ **In case of collective stress**
- ✓ be calm, strict, determined and secure;
- ✓ recall the available information, show it;
- ✓ restitute yourself as events develop;
- ✓ assign a role to everyone and make them responsible;

-4- A PERSON DOES NOT FEEL WELL BUT ANSWERS (REACTS):

- ✓ **Possible indications (one or more):**
- ✓ dizzy head, paleness, sweating, nausea, vomiting, abdominal pain, agitation, trembling.

- ✓ **Questions:**
- ✓ does a person is under therapy?
- ✓ when did he eat for the last time?
- ✓ is he hot? cold?

- **What to do?**
- ✓ loosen clothing, calm down (comfort);
- ✓ leave a person in a position where he feels the best;
- ✓ monitor;
- If indications persist: give 2-3 pieces of sugar (also in case of diabetes).
- After a few minutes, put the person in a quiet place in a half-sitting position.

- If indications persist, call emergency service.

-5- LOST CONSCIOUSNESS:

- ✓ **Indications:**
- ✓ he breathes;
- ✓ he does not answer;
- ✓ he does not react, if pinched in the inside of elbow.

- ✓ **What to do?**
- ✓ to lay a person on the ground on the side (lateral safety position);
- ✓ ensure that nothing is put in the mouth
- ✓ monitor;
- ✓ if consciousness recovers, leave him on the side and continue to observe;
- ✓ if person does not regain consciousness, call emergency service.

-6- IT IS DIFFICULT FOR A PERSON TO BREATHE:

- ✓ **Indications (one or more):**
- ✓ rapid breathing;
- ✓ anxiety;
- ✓ difficulty speaking;
- ✓ lack of air;
- ✓ feeling of choking.

- ✓ **What to do?**
- ✓ leave him where he can breathe the most;
- ✓ isolate, if possible;
- ✓ loosen clothing;
- ✓ calm down and not to excite him;
- ✓ if indications persist, call emergency service.

- ✓ **Questions: is there asthma?**

- If yes, what to do:

Does he have medication with him?

- ✓ If yes: make him to use it.
- ✓ If not: does someone have the same medicine for asthma?

if the crisis does not pass, call the emergency service

- If no, what to do:

- ✓ isolate, if possible;
- ✓ loosen clothing;
- ✓ calm down and not to excite him;
- ✓ after 10 minutes call emergency service.

-7- EPILEPTIC SEIZURE:

- **Indications:**
 - ✓ total loss of consciousness: does not reach, does not answer;
 - ✓ the body stiffens, body parts shake;
 - ✓ person can: bite the tongue, become bluish, salivate.
- **What to do? Respect the crisis:**
 - ✓ do not put anything in the mouth, especially your fingers;
 - ✓ in order to avoid injuries do not let people or object to be besides;
 - ✓ do not attempt to hold or stop;
 - ✓ when the seizure is over, place in lateral safety position (on the side) and leave in this position until person can stand up;
 - ✓ calm down the others.
- **Notes:** a person can create noise when breathing, spit blood (if a tongue is bitten)
 - ✓ Do not try to wake / raise him up: he will wake up by himself and won't remember anything.
 - ✓ If indications persist, call emergency service.

-8- STOMACK ACHE:

- **Indications:**
 - ✓ does he/ she have nausea, vomiting and / or diarrhoea?
 - ✓ is a person warm (fever)?
- **What to do?**
 - ✓ to soothe, find activity;
 - ✓ suggest to go to the toilet if it is available or to another place offered;
 - ✓ leave him in a position he spontaneously chooses;
 - ✓ if indications persist, call emergency service.

- **Note:** a very common feature for young children who often express anger, anxiety.

-9- VARIOUS INJURIES:

- for all kind of situations, especially injuries (wounds, bleeding, fractures, different injuries ...):
 - ✓ if the seriousness of person's condition requires it, call emergency service, informing the director;



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- ✓ while waiting for emergency service to arrive:
- ❖ avoid any relocation, movement of limb or joint;
- ❖ isolate the person, soothe him/her;
- ❖ cover and monitor the person;
- ❖ in case of bleeding or haemorrhage, place the bandage (unless there is a foreign body in it);
- ❖ in case of fracture, do not move the person, do not repair the limb or joint, for example, with a scarf.

Director _____

On the safety of walks, excursions and hiking

1. Before leaving for an excursion, walk or hike (hereinafter all together referred also as to – the event), the responsible pedagogue shall provide the director with information indicating the purpose, itinerary, duration of the event, list of participants, age, mode of transport, place of overnight stay, communication facilities and first aid facilities.
2. Walk (organized movement of pre-school children (up to and including CP class in the French system) within a distance of up to 3 kilometres outside the Educational Institution's territory) up to 30 children in the group shall be accompanied by at least two adults, one of which is the responsible employee.
3. Excursion or hiking for up to 30 educatees in a group shall be accompanied by at least two adults, one of which is the responsible employee. The responsible employee shall inform the legal guardians of the educatees about the purpose, route, duration, mode of transport, overnight stay, communication facilities and first aid possibilities of the excursion or hike, not later than three days before the excursion or hike.
4. Before going on the event, the responsible employee shall discuss with the educatees the purpose of the event and the safety rules, incl. road traffic rules, as well as shall introduce them to the nature protection issues and inform about poisonous plants and reptiles that can be encountered during the event. During the event, the responsible employee shall ensure that the necessary safety rules are observed.
5. The legal guardian shall inform the responsible employee about the health problems or peculiarities of his/her child if he/she needs special attention, as well as the communication possibilities with the parent, indicating the phone number for communication.
6. When going for a walk, excursion or hiking the educatees shall wear seasonal and weather-appropriate clothing.
7. If public transport is used to take educatees to the excursion or hiking places, boarding to the public transport shall be carried out in groups, accompanied by an adult designated beforehand. The first ones to board the public transport are the educatees followed by the accompanying person. The educatees shall leave the vehicle in the same order.
8. In case dangerous situation arises, the person in charge shall stop the event and inform the director.
9. During the excursion or hike the person in charge shall ensure that safety rules are observed.
10. In the case of explosives or other dangerous substances, the educatee shall immediately inform the person in charge and follow the following precautionary rules:
 - 10.1. it is prohibited to move from place, to lift, to throw or to hit dangerous objects;
 - 10.2. it is prohibited to disassemble dangerous objects, to bring them home or to put in fire or water;
 - 10.3. it is necessary to distance yourself and to discourage other educatees from accessing the object.
11. If the accident has occurred the person in charge shall:
 - 11.1. provide first aid to the victim;
 - 11.2. if necessary, call emergency service or arrange that the victim is taken to the medical institution;
 - 11.3. immediately inform the director and the legal guardian of the victim about the accident.

Director _____

Road traffic rules

1. On the road, educatees and accompanying staff shall move along a sidewalk, pedestrian or pedestrian and bicycle path or roadside. Outside populated areas, pedestrians who walk along the edge of the carriageway or the roadside shall move towards the direction of the vehicle. Cyclists shall move along the edge of the carriageway or down the road in the direction of vehicle driving.
2. Groups of educatees shall take part in road traffic during daylight hours along sidewalks, pedestrian paths or pedestrian and bicycle paths. If there are no such roads, then move along the edge of the road in the direction of the vehicle in the column with no more than two children in a row. At the front and back of the column, on the left side of the column there shall be an adult who accompanies the group, holding red flags.
3. Pedestrians shall cross the carriageway through pedestrian crossings (underground or surface); if there are no such crossings - at the intersections of the sidewalks or the roadside imaginary continuation. If there is no pedestrian crossing or intersection in the field of vision, the carriageway shall be crossed at right angles to the edge of the carriageway in places where the road is well visible on both sides.
4. In places with regulated traffic, pedestrians shall follow the directions of the traffic controller or the pedestrian traffic light signal. If there is no controller or pedestrian traffic light, then the traffic light of the vehicles shall be followed.
5. In other cases, pedestrians shall enter the carriageway only when they have assessed the distance to the approaching vehicles, as well as their speed and have made sure that it is not dangerous to cross the carriageway and that vehicle traffic will not be impaired.
6. Pedestrians on the carriageway shall not delay or needlessly stop. Pedestrians who have not been able to cross the carriageway shall stop on a safety island within the meaning of road traffic regulations. If there is no such island, the pedestrians shall stop at the point where the traffic flows in the opposite direction.
7. Pedestrians may continue to cross the carriageway only when they have ascertained that it is not dangerous.
8. Pedestrians are prohibited to cross the carriageway outside the pedestrian crossing if the road has a dividing strip, and in places where pedestrian or road fences are installed.
9. When an operational vehicle is approaching, pedestrians shall not cross the carriageway, and shall give way to the operational vehicle.
10. A bus, trolleybus, tram or taxi shall be expected in the boarding areas. If there is none, the vehicle shall be expected on the sidewalk or on the edge of the road.
11. At tram stops where there is no boarding area, it is allowed to step the carriageway to enter the tram. This is allowed only when the tram stops completely, making sure that no vehicle is approaching. The pedestrian shall leave the carriageway immediately after getting out of the tram.
12. Passengers are allowed to board and disembark when the vehicle has come to a complete standstill. The vehicle shall be boarded or disembarked on the sidewalk or the edge of the road. If it is not possible to enter or to leave the off-road vehicle on the side of the sidewalk or the roadside; that shall be done from the carriageway, with care and without disturbing the other vehicles driving.
13. Passengers in seats with seat belts shall fasten while driving.
14. Persons at least 12 years of age are allowed to ride a bicycle on the carriageway or roadside. The technical condition of the bicycle shall meet the requirements of safe driving.
15. A cyclist shall ride along the road in one row as close as possible to the edge of the carriageway. The cyclist is also allowed to ride on the roadside and the pedestrian sidewalk without disturbing pedestrians.

16. A cyclist is prohibited:

- 16.1. to ride without steering;
- 16.2. to ride while holding to another vehicle;
- 16.3. to carry cargo that hinders driving or endangers other road users;
- 16.4. to carry passengers with the bicycle, except children under the age of seven, if additional seats and safe footrests are provided;
- 16.5. to ride not observing safe driving rules, endangering himself/herself and other road users.

Director _____

Security rules for sports competitions and sports classes

1. The present annex regulates the safety rules for sports competitions and sports classes.
2. Sports competitions, training sessions and sports classes shall be held in a sports field or in the area adapted for sports (for example, a stadium) and in premises that comply with regulatory requirements. It is prohibited to use sports places or sports grounds without permission of the pedagogue.
3. Sports competitions, training sessions and classes shall only be held in weather conditions that do not endanger the health and safety of the educatee.
4. A certified medical practitioner or a person appointed by the director to provide first aid shall be invited to the sports competition.
5. The pedagogue responsible for the event shall, prior to the sports competition, inform about the type, time and place of the competition, transportation and communication possibilities:
 - 5.1. the director - as soon as possible;
 - 5.2. the legal guardians of the participants - no later than three days before the event.
6. For sports competitions, training sessions and sports classes educatees shall wear appropriate sportswear and shoes.
7. In sports competitions, training sessions and sports classes, educatees shall follow the commands and instructions of the sports pedagogue.
8. Before sports competitions, training sessions and classes, the sports pedagogue shall check that the equipment to be used is in working order and is not damaged.
9. Educatees arriving at a sports class may enter the changing rooms only when the participants of the previous sports class have left.
10. Only those students who have a training or sports class may be in the sports hall.
11. Educatees who are exempted from the sports class due to medical condition in accordance with the doctor's note shall be in the sports hall wearing changing shoes and shall follow the instructions of the pedagogue.
12. Watches, chains, rings and other jewellery shall be removed during sporting hours, chewing gum shall not be used.
13. During sports classes the educatees shall focus on the tasks to be performed and follow the pedagogue's instructions.
14. Gymnastic tools and carpets may only be used only under the supervision of the sports pedagogue, it is prohibited to perform self-designed exercises.
15. In the sports field, running along the common lane, it is not allowed to obstruct others on the lane, in short distances it is allowed to run only on their lane, and the speed shall be reduced gradually after the finish line.
16. Before the long jump, the sand shall be cleared from unnecessary objects, the jump shall not be started before the previous jumper has left the pit.
17. It is prohibited to be in the falling area of the bar during high jump.
18. When throwing the ball, spear or other tool the educatee shall verify that no one is in the sector; the tools shall be thrown only when the pedagogue allows it. Tools thrown may be collected only when the pedagogue allows it, without turning back to the throwing sector.
19. In the emergency situation it is necessary to immediately leave the sports hall and to call emergency service by calling 112.

Director

Rules for the organization and safety of swimming lessons

1. The present annex regulates procedure for organization and attendance of the Educational Institution's swimming lessons and rules of behaviour during swimming lessons.
2. The Educational Institution shall carry out swimming training in compliance with the requirements as specified by regulatory enactments regarding the procedure for ensuring safety of educatees in the Educational Institutions and the events organized by them.
3. The educatees' attendance of the swimming pool shall be determined in accordance with the timetable set by the Educational Institution, informing the educatee's legal guardian of these activities.
4. If the Educational Institution has set a fee for the attendance of the swimming classes, the legal guardian of the educatee shall pay it in accordance with the procedure and terms established by the Education Institution.
5. The group of educatees accompanied by a responsible employee (1 employee to 15 students) shall arrive at the swimming pool at least 15 minutes before the start of the session. If necessary, the Educational Institution shall provide the transport to the swimming pool and back to the Educational Institution after the swimming class.
6. For the group of educatees attending the swimming pool for the first time, the responsible pedagogue shall submit to the certified swimming instructor a list of the group, indicating the Educational Institution, group (class) and list of educatees attending the swimming classes.
7. A group of up to 15 educatees shall have at least one certified swimming instructor, who manages swimming pool classes and take care of the educatees' safety during the class, as well as the sports pedagogue of the Educational Institution. If the number of educatees is higher, one more trained person shall take care for the educatees' safety during the swimming classes. For every 10 educatees there shall be at least one such trained person to ensure children safety.
8. During the first lesson, the educatees shall be familiarized with the swimming pool rules and the educatees shall certify with the swimming pool administrator that they will comply with the rules, attesting it according to their abilities and skills with the entry "get acquainted", indicating the date and putting signature.
9. To attend the swimming pool, the Educational Institution shall inform the educatee's legal guardian of the requirements for the swimming chaise (swimsuit for girls, swimwear for boys), rubber slippers, bathing cap, as well as detergents (soap, shampoo, bath foam, towel).
10. When attending the swimming pool, outdoor shoes shall be left in the swimming pool wardrobe.
11. Before and after swimming class the educatee shall take the shower.
12. If needed, after the swimming class the responsible pedagogue shall help educatees to dress and dry their hair.
13. The swimming pool shall not be attended by the educatee who feels ill before the class, as well as educatee with sign of eye, skin, nail or other infection or acute disease, unless a doctor's statement stating that the disease is not contagious has been presented.
14. Educatees, who do not know how to swim, shall use swimming arm bands, floating boards etc. items during swimming classes as instructed by the certified swimming instructor.
15. The educatees shall get in and out of the swimming pool only by using the stairs, boarding one by one, slowly with their back against the water.
17. If you cramp during the swimming class, you need to be calm, not to lose control, try to hold on to the surface of the water and call for help.

18. When receiving help and being pulled out of the water, you must not catch on to the rescuer, but let yourself be grabbed and pulled out of the water.
19. If it is found that the educatee is feeling unwell, it should immediately be reported to the swimming pool administrator, clarifying the cause of educatee's ill feeling and, if necessary, calling the medical staff.
20. The following is prohibited during the attendance of the swimming pool:
 - 20.1. to leave the swimming pool and go to the dressing room, facilities or other rooms without the adult's permission. Returning from temporary absence, it is prohibited to go into water immediately, but it is necessary to approach the adult and get information about the further course of the class;
 - 20.2. to run, jump or hustle, to knock others hands or feet;
 - 20.3. to swim immediately after a meal or heavy physical exercise. The interval between eating and swimming shall be at least 45 minutes;
 - 20.4. to swim if you feel unwell (the adult shall be informed immediately);
 - 20.5. for a child to be in a swimming pool alone without adult supervision;
 - 20.6. to eat, drink, chew gum or other foods;
 - 20.7. to dive without instructor's permission and to jump from the edge of the pool;
 - 20.8. to push others in the pool;
 - 20.9. to call for help joking or to pretend drowning;
 - 20.10. to litter the premises of the swimming pool or its surroundings;
 - 20.11. to bring liquid soap and shampoo in glass package.

Director _____

Rules on safety in lessons (classes and rooms), that contain equipment and substances which may endanger the safety and health of educatees

I. General provisions

1. The present annex regulates safety rules in lessons (classes and rooms of the Educational Institution), where equipment that may endanger the safety and health of educatees might be used:
 - 1.1. technology;
 - 1.2. informatics;
 - 1.3. biology and chemistry;
 - 1.4. physics.
2. Lessons mentioned in Clause 1 of the present annex may be entered and left with the permission of the pedagogue, in organized manner, without pushing each other, having all necessary accessories for the lesson.
3. The inventory and equipment shall be handled with care. If any item of inventory or equipment is damaged or lost due to illegitimate behaviour of the educatee, the educatee can be held liable in accordance with the procedures specified in regulatory enactments.
4. During lessons educatee may only be at the place specified by the pedagogue, and only the items, instruments and devices necessary for the work shall be on the table. Before starting to work, the educatees shall arrange their work place as required by the pedagogue. While working, the educatees shall follow the discipline and the pedagogue's instructions, the work shall be performed and continued only with the pedagogue's permission.
5. Devices, materials and equipment shall be placed at the working place in such a way that they cannot fall down or fall over, the glassware shall be secured to the stand holder.
6. Upon receipt of the assignment, before starting work it is necessary to carefully read the content of the work and the course of its execution. The educatee shall accomplish the assignment in the order indicated. During the work it is allowed to talk only about what is relevant for the work, it is not allowed to do other things and to disturb other educatees.
7. Be careful while working and use only work methods indicated to avoid injury to yourself and others.
8. At the end of the lesson the educatee shall arrange his/her workplace.

II. Technology

9. The work clothing shall be put on before practical lessons, if necessary. Before starting the work the hands shall be washed, long hair shall be tied, jewellery shall be removed.
10. Before the class, the pedagogue shall check that the tools and devices to be used are in working order and are not damaged. The educatees, when receiving instruments or devices, shall check that they are not damaged, and, in case of damage, report it to the pedagogue. Damaged instruments and devices must not be used.
11. It is not allowed to be by working instruments and devices, or to work with hand and electronic tools without permission of the pedagogue.
12. Prior to the commencement of work, the material to be processed shall be fixed to the work desk.
13. When working with glass containers, be careful not to crack them. If the container has broken, the pieces should not be collected by hand, they shall be brushed with a brush.
14. When using sharp objects, in order to avoid injury, do not point the cutting or stabbing part of the tool toward yourself or other educatees.

15. When preparing food, the products shall be washed and cleaned, damaged food shall not be used. The lid from hot pot or pan shall be removed with a special cloth or glove.
16. When working with an iron, it shall be placed on a special tray. Do not touch the electrical cord with the surface of the iron during ironing.
17. Handicraft tools to be used in the class shall be placed in specially designed boxes or bags.
18. When working with a sewing machine, sewer shall place himself/herself 10-15cm away from the machine. It is prohibited to lean on the sewing machine with elbows, only hand palms are on the table surface, fingers should not be held too close to the needle. Before sewing, check that there are no pins left in the fabric. When threading the needle, do not hold the feet on the pedal, it is prohibited to press it firmly then.
19. When working with a wood plane, it shall be smooth and well-sharpened, it shall be freed from the chips by a wooden wedge.
20. The power tools shall only be switched on when the parts to be processed are secured in the appropriate place. When starting work with the power tool, it shall be brought closer to the part to be processed slowly, without sharp movements and shocks.
21. When interrupting the work, the power tool shall be disconnected from the electrical power and placed in a safe place.
22. Before adjusting and replacing parts of the power tool, it shall be disconnected from the electrical power.
23. At the end of the training, the electrical equipment shall first be switched off and only then the plug shall be removed, it is prohibited to do it with wet or damp hands. At the end of the lesson, clean up the workplace, clean the kitchen, wash the dishes, wipe off and place them in place, the responsible educatee appointed by the pedagogue shall sweep the class' floor.
24. In case of injury, immediately inform the pedagogue, who, if necessary, shall organize and provide the first medical aid.

III. Informatics (IT)

25. The computers shall be switched on with the permission of the pedagogue, it is not allowed to make noise in the class and to disturb other educatees.
26. If the computer is not working, the educatee shall report it to the pedagogue.
27. Do not place items that can damage the equipment on the keyboard panel.
28. There shall only be the items necessary for the work (pen, booklet, etc.) on the computer table.
29. During the lesson the educatee shall not do the following:
 - 29.1. shall not play computer games;
 - 29.2. shall not press the keyboard keys unreasonably;
 - 29.3. shall not touch the monitor screen and computer components;
 - 29.4. shall not touch the on/off buttons on hardware;
 - 29.5. shall not insert external storage media, devices and wires etc. in the computer.
30. When working with a computer the educatee shall sit at least 40cm from the monitor, uninterrupted work on computer shall not last for more than 60 minutes.
31. If during the work electrical damage appears (sparkling, smoke or flame), the educatee shall stop working immediately, the pedagogue shall disconnect the computer equipment from the electrical network, the pedagogue shall inform the management of the Educational Institution about the situation.
32. At the end of work the computer equipment shall be switched off only with the permission of the pedagogue and in accordance with the operational requirements.

IV. Biology and chemistry

33. To avoid injury, when using scalpel, razor blade, preparation needle, do not point the cutting or stabbing part of the tool toward yourself or other educatees.
34. When preparing specimen for examination under microscope, the educatees shall act in accordance with the pedagogue's instructions.
35. When using dry alcohol burner, be careful not to touch open flame with the clothing and hair, extinguish flame using a special cap.
36. A special holder shall be used to heat the solutions in the tube, it is not allowed to turn the open end of the tube toward yourself or other educatees.
37. When performing work involving the heating of organic solvents, the workplace must not be left unattended.
38. Chemical reagents shall not be detected by taste, they can be poisonous or may cause poisoning.
39. When diluting concentrated acids, they shall be stirred, the acid shall be added to water and not vice versa, only glass or porcelain chemical containers shall be used for this purpose.
40. Glass or porcelain chemical containers shall be used to dissolve alkali. The alkali shall be poured into water in small pieces, stirring constantly.
41. When using powder-like chemicals, they may only be taken with a special spoon without touching the powder by hand.
42. Spilled substances and solutions that are left over after work shall only be poured into specially designated containers.
43. If the glass is broken, the fragments shall not be collected by hand; they shall be swept by a brush.
44. Handle the inventory and equipment carefully.
45. If you were exposed to chemicals during the work, wash your hands with soap.
46. In case of injury or burn, inform the pedagogue immediately, who, if necessary, shall organize and provide first aid assistance.

V. Physics

47. The maximum load of meters shall not be allowed in experiments. Be particularly careful when working with glassware and appliances.
48. When installing the experimental equipment, use wires with tips and protective sheaths (without any visible damage).
49. When installing electrical circuits, avoid crossing of wires; it is prohibited to use wires with worn out insulation and loose switches if the voltage exceeds 42V.
50. For the electric circuit, the voltage source may be connected the very last one; the presence of voltage in the circuit is checked only by special apparatus.
51. Do not touch non-insulated circuit elements that are under voltage. Replacement of the circuit elements or their components can only be done if the power supply is completely disconnected.
52. The educatee shall ensure that the rotating parts of the electrical machine do not touch during operation.
53. If electric damage (sparks, smoke or flames) appears during work, stop the work immediately, equipment shall be disconnected from the electrical network, the pedagogue shall be informed of the situation.
54. In case of injury or burn, inform the pedagogue immediately, who, if necessary, shall organize and provide first aid assistance.

Director _____