

Health and Safety Policy

Introduction

The health, safety and welfare of all persons in school, whether students, teaching staff, office staff, domestic staff or visitors to the school are the responsibility of the Principal. The Principal must do all in his or her power to anticipate and prevent any potential threat to the well-being of his or her charges. The Principal will ensure that all staff are fully aware of and will implement school policy as will, in accordance with their age and level of understanding, the students themselves.

General Guidelines

It is the policy of Smart Vision School, so far as is reasonably practicable to:

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and students.
- Make arrangements for ensuring safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
- Maintain all areas under the control of the Principal in a condition that is safe and without risk to health.
- Formulate effective procedures for use in case of fire for evacuating the school premises and in case of external threat for lock down.
- Lay down procedures to be followed in case of accident.

Responsibilities of the Principal

Principals are responsible for implementing the health and safety policy within their schools. In particular, he/she will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.
- Ensure that all pupil and staff records are properly maintained and contain the correct information with regard to addresses of both parents, home and work telephone numbers and that all relevant health information is recorded, e.g. medication taken, allergies, name and address of the family doctor.
- Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines.
- Ensure that regular safety inspections are undertaken.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.

- Note any defects in the state of repair of the building or their surrounds that are identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- Monitor, within the limits of their expertise, the activities of contractors (in liaison with the Project Department staff) as far as is reasonably practicable.

Responsibilities of staff towards students and others in their care

All staff members are responsible for the health and safety arrangements in relation to staff, students, and domestic staff under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including students.
- Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.

Responsibilities of all employees

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal.
- Ensure that tools and equipment are in good condition and report any defects to the Principal
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, general accommodation and vehicles are kept tidy.

- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Principal.

Responsibilities of Students

All students are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow students.
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not willful misuse, neglect or interfere with things provided for safety purposes.

Fire and Emergency Evacuation Procedures

Emergency procedures

The Principal will ensure that the school's procedures for fire and emergency evacuation are prepared and practiced.

Evacuation Drill

Emergencies are rare but, if they do arise, they have the potential to cause panic that can lead to chaos and confusion if there is no plan to deal with them. Every school should be prepared for an emergency and in particular, one that necessitates evacuation of the school building. The Principal should prepare an evacuation plan that must be posted in every room and in strategic areas around the school. Every member of the school must be familiar with the plan and know what action to take.

The following points should be observed:

- Evacuation drills should take place at least twice a term.
- Ringing the school bell intermittently for two minutes will sound the warning for an evacuation.
- If there is no electricity a domestic staff member will warn classes that the school is to be evacuated.
- Once the warning has been given students must line up against the walls inside the room that they are occupying at the time.
- The teacher must lead the class out of the room in an orderly fashion in single file by a predetermined route. The monitor should be the last to leave the classroom. No running should be allowed.
- On reaching the designated assembly area for that class a roll call must be taken and absentees reported to the Principal or designated person in charge, who will take the necessary action to locate the missing person.
- Domestic staff must check that all rooms, including washrooms are empty.

- Permission to return to the building can be given only by the Principal or his/her substitute.
- Assembly points should be away from the buildings in case of flying debris.
- If, for any reason, students cannot leave the classroom (e.g. in an earthquake) they should shelter under their desks.
- These procedures will be updated as appropriate.

Lock Down Drill

In the event of an intruder in the building or any other emergency whereby it is safer to hide and protect students the teacher is to:

- Gather and contain the students inside the classroom and close and if possible lock door.
- Contain the students closely together with self in the safest position within the classroom out of view from external sources if possible.
- Keep students calm and silent until such time as an all clear is communicated.
- If possible keep mobile phone with self.

Doctors

School policy is that rather than routine health checks being given to the children by a doctor appointed by the school, parents are encouraged to register their children with an appropriate doctor if they do not already have one for this purpose.

The name, address and telephone number of a doctor who is available to the school when needed must be easily accessible in case of emergency. In addition, the name, address and telephone numbers of an appropriate hospital emergency department must be immediately accessible.

First Aid Box

This will include as a minimum the following items:

Small scissors; small bottle of antiseptic; cotton swabs; 1x2” crepe bandage; 2x1½” and 2x2” cotton bandages; small safety pins; good soap; small plastic bowl; large plastic bowl; hand towel; plasters; aspirin; newspapers for splints; triangular sling; rubber gloves.

It is important that the first aid box be properly maintained and checked monthly.

Accidents

In the event of an accident the following procedures must be observed:

- Never leave the child alone.
- Do not attempt to move an unconscious child, or one with a suspected fracture, before the doctor or a paramedical arrives.
- Contact the parents immediately.
- Contact qualified medical assistance at once.
- DO NOT, under any circumstances, give anything at all, by mouth, until the doctor has given consent.
- Keep the patient calm and warm.

- Prevent crowding, calm other children, and be reassuring
- Have all students, other than the patient, return to their activities as quickly as possible
- Refuse to take all sorts of advice from all sorts of people and wait for authorized medical help.
- Principals must stay involved, giving full attention to the child and parents.
- Submit a clear, concise report immediately.

Injury/Medical Complaints

During class time, teachers assess and monitor any mild medical complaints made by a student e.g. stomach pains, headache. If the teacher feels that a student requires further monitoring the teacher should send the student to the Head of Primary/Secondary or Principal.

Should a student require medical attention that cannot be dealt with at the school level and their parent/guardian is not available, the hospital will be contacted? A staff member should accompany the student to the hospital.

When students are in the sick room due to illness:

- They should be made to feel comfortable.
- They should be monitored every 15 minutes.
- Their parent/guardian should be contacted if required.
- The event must be recorded in the logbook provided.

Should a student require transport by ambulance a staff member must accompany the child if the parents are not available.

An Accident Report shall be filled out where necessary.

Analgesics

Staff members are discouraged from giving analgesics (pain killers, e.g. Panadol, aspirin) except where the person administering first aid considers that the giving of analgesics will alleviate the student's pain. When this occurs the following steps should be taken:

- Contact a parent/guardian for permission to administer analgesics e.g. Panadol liquid/tablets.
- A record must be kept of the student's name, the dosage and time the analgesic was given.
- The student's parents must be notified on that day, in writing, of the time and dose of analgesic given.

Administration of other oral medication

Staff should not accept responsibility for the administration of medication (other than analgesics) unless the parent/guardian provides the school with a letter from the doctor outlining the doses and frequency of the medication (e.g. for asthmatics, diabetics). The Principal and Head of Primary/Secondary must first be informed.

If more than one day's dose of medicine or tablets is supplied they should be kept in a secure cupboard. The medication must be labeled with the student's name and dosage requirements.

The Principal and Senior Teacher must be made aware of any particular medical needs for individual students.

Illness

A child must be kept at home or, in school, the parents informed if a child shows the following symptoms. Any of these may indicate the beginning of an illness, which might be easily communicated to other children:

1. Oral temperature of 100⁰ Fahrenheit (37.8⁰ Celsius) or above
2. Rash, bumps or other out-of-the-ordinary skin conditions
3. Flushed face, "watery" or "glossy" eyes
4. Excessive running nose
5. Deep or dry cough
6. Continuous sneezing
7. Sore throat
8. Vomiting within the past 18 hours
9. Unusual irritability, listlessness, fatigue.

Work environment

The Principal will ensure that all working areas – classrooms, laboratories, school halls, etc. are:

- Properly ventilated and lighted.
- Not exposed to external noise, smoke or other forms of pollution.
- Sufficient in space to enable all students to work comfortably and without hindrance.

Cleanliness

The Principal will also ensure that:

- i) All areas are cleaned at least once daily after school and if necessary before the start of school.
- ii) Washrooms are maintained throughout the day in a meticulously clean condition.
- iii) Cleaning materials are always available, including soap, detergent, vim, etc.

School canteen and kitchen

The Principal must ensure that:

- i) The school canteen is maintained in a meticulously clean condition and that the canteen staff conform to school standards in their personal cleanliness and uniforms, etc.
- ii) Only wholesome, fresh or well-preserved food and drinks are sold from the school canteen
- iii) Rules of meticulous cleanliness also apply to the school kitchen or wherever beverages or food are handled.

Safety

School discipline (*see also Behavior Policy*)

The Principal must ensure that all rules pertaining to school discipline and conduct are properly implemented. This means that orderly and correct behavior must be observed at all times – in the play areas and wherever movement of students takes place (e.g. to and from school assemblies; in school corridors; to and from classrooms; in the classrooms and during Physical Education periods, etc.).

Proper supervision by adults appointed for the purpose (e.g. teaching or other supervisory staff), with the correct ratio of adults to students, is the key to ensuring safety in school.

School gate

The Principal must ensure that all the required school personnel are on duty at the school gate to supervise the arrival of children for school and the collection of children after school. If necessary, where there is danger to children, a ‘traffic policy’ must be devised by the Principal to ensure that traffic is one-way, moves at an appropriate speed, that there is no crowding at the school gate, etc.

Avoiding danger

The Principal must ensure that in all areas of the school, there are no

- Sharp edges
- Dangerous projections or protrusions (e.g. windows that open in such a position that children may run into them)
- Nails, screws or any other dangerous protrusions from walls or working surfaces (e.g. desks and chairs)
- No rough or otherwise dangerous surfaces that may cause children to trip in places where they play or work
- Broken or otherwise dangerous furniture.

Playground equipment

The Principal must ensure that all playground climbing frames, slides, roundabouts or other items are properly maintained, and safe for children’s use and that they are properly supervised at all times.

It is strongly recommended that swings are not introduced in school due to the inherent danger to children on the ground. If they are erected then safety precautions must be attached to their use, e.g. a member of the teaching or domestic staff should always be available to supervise their use.

Electricity

The Principal must ensure that:

- a. All electrical fittings are in safe working order; no loose or exposed wires must be allowed
- b. All plugs must be fitted with child safety devices, especially in schools for younger children.

- c. On no account are wires placed in wall plug fittings (e.g. in the case of a suitable plug not being available).
- d. All electrical fittings are checked regularly by a qualified electrician to ensure that they are in safe working order.

Other safety precautions

The Principal must ensure that, particularly in residential buildings adapted for school use, all factors with regard to safety are considered e.g. the staircases – are the balustrades close enough together to prevent small children slipping through? Are windows securely fastened and at a safe height for children?

Toxic or dangerous materials

No play materials which pose a potential threat to children are allowed – generally manufacturers' directions are a sufficient guide to their suitability or otherwise.

Physical education, games and swimming

The key to safety, as stated above, is proper adult supervision at all times - this applies equally to PE and games as well as to swimming.

Swimming is not allowed unless:

- a. It is under the supervision of a properly qualified person or persons; in addition the class teacher must also always be present at the pool.
- b. Written parental permission for the child to swim has been obtained.
- c. The pool is properly equipped with safety devices, e.g. rails around the perimeter, floating buoy.

Provision for non-participants

Children who are unable to participate in P.E., games, swimming or field trips, etc., for whatever reason, must be properly supervised at school. They may be placed under the care of the librarian or a teacher. Their time must be used productively.

Safety and security for out of school activities

All rules and observations on ensuring children's safety in school will apply to out of school activities, as children are under school discipline and good conduct is of primary importance in ensuring their safety and well-being. (See also *Field Trips*)

School uniforms must be worn at all times.

The visit or field trip must be well planned in advance with the plan submitted to the Principal at least one week before the trip is due to take place. The destination, contact persons and telephone numbers, expected time of arrival at destination, time of departure and arrival back at school must all be carefully calculated and included in the plan.

Written parental permission must be obtained prior to the visit. Parents must be fully aware of all that children will be expected to do during the course of the visit (see format for Field Trips letter to parents).

The ratios of students to teaching staff for up to 32 children on day visits (i.e. without overnight stays) are as follows:

Years 1-2: A teacher, a female domestic helper and at least one other teacher or parent volunteer are required.

Years 3-6: A teacher, P.E. Teacher and at least one other teacher or parent volunteer are required.

Years 7-13: A teacher, P.E. Teacher and at least one parent volunteer if available.

- The physical education teacher generally has responsibility for maintaining discipline.
- A parent volunteer may be a helpful addition to staff especially in the case of visits by small children.

Overnight visits require at least one female staff member for every ten girls.

Transport must be obtained from a reliable contractor. Strong precaution must be taken against hiring a faulty vehicle or employing a bad driver. A general check should be made of the vehicle before departure, e.g. condition of tyres.

Children on a visit must not be exposed to dangerous traffic, e.g. they must not be expected to cross roads on foot. If it is necessary for them to do so, close supervision is needed and arrangements for stopping the traffic must be made.

Children should always be counted as they board the bus at the start of the journey and at any stopping places to ensure that all are present. They must be re-counted on being re-seated on the bus.

The ‘buddy-system’ may be appropriate on some visits, i.e. each child has one other to look after. Not only small children will wander off on their own – teenagers have that tendency, too, unless strictly warned of the possible consequences of doing that.

Proper arrangements must be made for refreshments. Water must be carried on day visits, especially during hot weather.

A written report by the leader of the field trip must be submitted to the Principal after the trip.

Adults at the school

Accident and Incident Reporting

All accidents and incidents, including minor will be recorded and investigated under the direction of the Facilities Manager/HR & Admin Manager.

Accidents of a more serious nature will be reported to the Health and Safety Team using the electronic accident reporting system accessed through the MIS.

Display Screen Equipment (DSE)

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly for themselves. It is the responsibility of the manager/line manager to carry out this risk assessment.

Induction

All new employees are to be informed of the health and safety arrangements and procedures within the establishment upon joining.

Lone Working

Where employees are required to work alone, the risks should be assessed and adequate controls should be put in place. Staff members are to be given local Lone Working arrangements, such as reporting procedures, mobile phones, panic alarms and who to contact should an emergency occur.

Such staff members should attend a personal safety and lone working course. The Health and Safety Team run these courses throughout the year.

Moving and Handling of Customers and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of customers where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, Managers must designate suitably competent staff to undertake risk assessments of the activities, and ensure staffs working in these areas receive the necessary training and instruction.

Managers must keep records of all manual handling or moving and handling training provided to their staff. The Health and Safety Team run 'moving and handling' and 'manual handling' training courses throughout the year.

New and Expectant Mothers

Any pregnant staff member should inform their manager of this and an appropriate risk assessment is to be undertaken on the work that the employee carries out.

The aim is to ensure that their work will not pose any risk to their health and safety and that of their unborn child.