

Health and Safety Policy

Adopted: August 2014

Revised/Amended: August 2015, August, 2016, August 2017

Next review: August 2018

CEO/Board		 Principal
 Head of Primary School	 Head of Secondary School	Other relevant staff

Distribution List:

- CEO/
Board
- Princi
pal
- Section Heads
- Academic Staff
- Parents



School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

The School's Health and Safety organization has the following aims:

- a. To establish and maintain a safe and healthy environment throughout the School in keeping with the school's Mission and Philosophy Statements.
- b. To establish and maintain safe working procedures among staff and pupils.
- c. To make arrangements for ensuring safety and avoiding risk to health in connection with the use, handling, storage and transport of articles and substances hazardous to health.
- d. To ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety at work. To ensure that they have access to relevant training and instruction as and when provided.
- e. To maintain a safe and healthy place of work and safe access and egress when evacuating school premises.
- f. To lay down procedures to be followed in case of an accident.
- g. To provide and maintain adequate welfare facilities.

RESPONSIBILITIES:

School Board

The governing body has overall and final responsibility for Health and Safety at Raffles International School.

The School Principal

The School Principal is responsible to the Board for ensuring the implementation of the aims of the School's Health and Safety policy.

Health and Safety Officer

The Administration Manager is the Health and Safety Officer for the School, with responsibility to identifying issues in the school and proactively addressing the same. Further take feedback from the team and proceed accordingly.

Health and Safety Committee

A Health and Safety Committee, made up of the School Principal (Ms. Zeba Khan), Head of Primary School (Mr. Edward Cooper), Head of Secondary (Mr. Peter Rowlands), Deputy Head PS Pastoral (Gary Williams), Administration Manager & Health and Safety Officer (Mr. Melroy Machado), Lead First Aider (Dr. Reem), IT Team Leader (Mr. Ratheesh Nambiar) and Parent Representative.

Heads of Department

Heads of academic, bursarial and administrative departments are responsible for safety, as defined, within their areas of responsibility.

Teachers

The safety of pupils in the classrooms, laboratories, gym and those engaged in games and extracurricular activities, is the immediate responsibility of class teachers or teachers in charge of games and activities.

All Employees

It is the duty of every employee at work to take reasonable care for their own health and safety and for the safety of others that may be affected by acts or omissions in the performance of their duties. A part of annual staff training should be set aside to familiarize all employees with policy and practice.

Pupils

All pupils are expected to exercise reasonable personal responsibility for their own safety and that of staff and other pupils. As part of lessons, a module should be set aside to cover.

Contractors

Outside contractors are required to abide by all safe working practices and relevant Health and Safety legislation.



Maintenance of Buildings, Facilities & Grounds

The Maintenance Policy covers specific issues concerned with Health & Safety. It is essential to provide an environment in which danger and risk of accident and illness are minimized. Essential utility services (water, gas, electricity) must be provided and maintained in order to conform to local, national and international standards. All licences must be fully up-to-date. Regular checks must be made to confirm that standards are being met and maintained. Annual audits are compiled in order to assess the condition of building, facilities and grounds and identification may be made as to work required to reduce risk of illness and injury.

Provision of Health Care

Health Care provision is commensurate with these conditions. A qualified Nurse is on-site during the entire working day. A Sick Room is provided in which the Nurse may carry out her duties; first aid may be administered; ill children may rest and recover; and those who may have a more serious injury or condition may be kept until outside help becomes available. There is a lockable drug cupboard to which only the Nurse has access. Others may access the drug cupboard only under the supervision of the Headmaster should the Nurse not be available.

Storage of Dangerous Substances

Dangerous chemicals, materials, substances and gases will be secured at all times in containers and cupboards that minimize risks of contamination, corrosion and exposure to toxic and carcinogenic effects. Access to such substances will be permitted to personnel only.

Fire Fighting

The school buildings and facilities will be provided with sufficient emergency firefighting equipment and an alarm system to conform to local, national and international standards and requirements. Such equipment will be regularly maintained to ensure effective operation. There will be an annual maintenance check on firefighting equipment by an independent assessor. Staff will be instructed on the use of firefighting equipment. Emergency evacuation procedures will be prominently displayed in all rooms and corridors.

Emergency Evacuation Procedures

All students and staff will be instructed on Emergency Evacuation Procedures. There will be an Emergency Evacuation practice each term. After each evacuation a report should be completed by the designated person, Mr. Melroy Machado.



Serious Emergencies

In the event of serious emergencies, e.g. fire, flood or major disruption to services, outside of the normal working day, the School Principal and Administration Manager should always be informed.

Off-Site Activities

Any off-site activity (e.g. educational trips and visits, sports fixtures, school events, field trips etc.) must conform to school policies and procedures. It is the responsibility of the lead organizer of such an activity to ensure knowledge of and adherence to these policies and procedures by all involved in the activity. No trips should leave the school premises without first parental permission and subsequently permission from the Head of Section and also the School Principal.

First Aid

As well as employing a school nurse, the school also has a number of designated first aiders who receive regular training to maintain certification.

All employees should make themselves aware of the position of the first aid boxes in their respective workplace.

All first aid boxes requiring restocking should be handed into the school nurse.

Staff Facilities

The school will provide adequate facilities for staff to meet (both professionally and socially); to enjoy periods of relaxation during the day; to mark and prepare work; and to prepare food and drinks.

Equipment, machinery, tools, electrical and gas appliances, laboratory, sports, art and music equipment

All such items will be tested annually and regularly maintained in order to ensure safe and effective operation.

Catering Facilities and Equipment

All facilities will be cleaned and maintained in order to maintain the highest standards of health & safety and minimize danger. An annual audit will take place in order to confirm that such standards are being met.

Site Security

The school will provide as secure a site as possible. There will be a security guard present at all times. The guard will control access to and egress from the site. Staff and students will adhere to the entrance and exit procedures at all times. Visitors will be required to display their authorization at all times during their visit.

Reporting Procedure

Whenever an employee becomes aware of a potential Health and Safety risk that he or she is unable to resolve, the matter should be reported, in the first instance, to their Head of Department. Heads of Department should, in turn, refer the problem to the Health and Safety Officer as necessary.



Accident Reports

All accidents of a serious nature require an Incident Report Form to be filled in within a period of no more than seven days. Normally the form will be filled in by the school nurse. A copy should also be sent to the Health and Safety Officer.

The Health and Safety committee will review each report at the next available meeting which is held every term, making any recommendations to the School Principal.

Pupils

All pupils are expected to exercise reasonable personal responsibility for their own safety and that of staff and other pupils. As part of their studies, lessons should be incorporated to include an awareness and understanding of aspects of Health and Safety relevant to the age group.

Insurance

All employees are covered workman compensation provided by the school during school working hours. All students are covered by 3rd Party Insurance policy for any school-related activity.

Associated Areas

Refer also to

- Policies and Procedures relating to the organization of school trips & visits
- Clinic Policy
- Child Protection Policy
- Code of Conduct Policy
- Anti – Bullying Policy

Policy Review

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Health and Safety Policy will be remedied without delay.



Incident Report Form

Student's Name: Year: Section:.....

Name of the Teacher: Date: Time:

- Refusing to do work Destroying property Throwing items
 Using physical aggression Teasing classmates
 Disrupting with noises
 Sleeping Using foul language Incessant talking
 Leaving the assigned area Refusing directions
 Making gestures Bullying Lying Chronic absence

Other: (please specify)

Parents notified: Yes No

If no, please explain:

Supporting details:

Actions taken:

