



**INTERNATIONAL
ACADEMIC SCHOOL**

HEALTH & SAFETY POLICY

2023-24

INTERNATIONAL ACADEMIC SCHOOL



المدرسة الأكاديمية الدولية

HEALTH & SAFETY POLICY AND PROCEDURES

DEPARTMENT: ADMIN	REVIEW ANNUALLY	PUBLICATION DATE: JUNE 2, 2023
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Statement of intent

International Academic School believes ensuring the health and safety of staff, students and visitors is essential to the success of International Academic School.

We are committed to:

1. Providing a safe and healthy learning and working environment.
2. Preventing accidents and work-related ill health.
3. Compliance with local and federal requirements as a minimum.
4. Assessing and controlling risks from curriculum and non-curriculum work activities.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction, and training.
7. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
8. Ensuring adequate resources are made available for health and safety issues, as is reasonably practicable.

Introduction

To achieve compliance with the Statement of Intent the Athena Education and the school management team will have additional responsibilities assigned to them as detailed in this part of the policy.

International Academic School

International Academic School has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors, and students.
- Responsibilities for health, safety and welfare are allocated to specific people.
- Staff have sufficient experience, knowledge, and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- The health and safety policy and performance are reviewed annually.

The Principal

The key person responsible for the effective management of health & safety is the **Principal** who will ensure the effective implementation of this policy by ensuring:

- This Policy is communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- All staff are provided with information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken regularly.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, training etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated, and any remedial actions required are taken or requested. The activities of contractors are adequately monitored and controlled.
- A report to the Governing Board on the health and safety performance of the school is completed termly.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their students, know the procedures in respect of fire, first aid and other emergencies, and carry them out.
- Teachers should not leave students unattended.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their line managers on health and safety equipment and on additions or necessary improvements to tools, equipment, or machinery.
- Integrate all relevant aspects of safety into the teaching process.
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the school without authorization.
- Regularly check their classrooms for potential hazards and report any observed to the Operations Officer.
- Report all accidents, defects and dangerous occurrences to their line managers or the Premises Officer.

Obligations of all employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and well-being of themselves, students, and other employees.
- Observe all instructions on health and safety issued by the Principal or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents in accordance with procedures appended to this Policy.
- Co-operate with other people to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Not misuse, neglect or interfere with things provided for their health and safety.

Procedures and arrangements

The following procedures and arrangements have been established at international Academic School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. More detailed policies and written procedures for a number of these areas are also available, and these will be provided as applicable to staff and visitors.

Accidents and incidents reporting

All accidents, incidents must be reported promptly on the corporate Report Form and handed to the Administration Office who will be responsible for informing the Athena Board)

Behavior Management

All staff must be familiar with the school policies for behavior management and bullying. Any incidents of unacceptable behavior or bullying must be reported and dealt with in accordance with these policies.

Catering

The Operations Manager is responsible for the safe operation of the catering facilities.

They must:

- Be familiar with the School Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Premises Officer or Principal of any potential hazards or defects.
- Be familiar with the current Food Safety legislation.

Cleaning & Maintenance

- The Operations Manager is responsible for ensuring the safe, routine maintenance and cleaning of the school premises and grounds.

Contractors

Contractors should be made aware of the school Health and Safety Policy and their obligations under it before commencing any work on site.

- School staff must be aware of this policy and report any concerns regarding the contractors' activities to the Principal immediately.

Curriculum Safety (including out of school learning activities)

- Heads of departments are responsible for ensuring risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.
- The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Electrical equipment

- The Operations Manager will ensure that testing, inspection, and maintenance of equipment is undertaken as required. Day-to-day inspection of all equipment to detect visible signs of damage, obvious faults, or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.
- Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Operations Officer who will arrange repair or replacement.
- The Principal must ensure that all electrical equipment brought onto school premises from other sources e.g., on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Educational Visits

- The Principal is responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Visits and Journeys. All teachers must be familiar with this policy.

Fire evacuation procedures

- Fire Drills are held every term in accordance with the procedure below.
- All staff, students and visitors must participate in the fire drill and follow the correct procedures.
- In the event of an evacuation no member of staff, student or visitor should re-enter the building without the permission of the senior member of staff on duty.

If the alarm sounds

- The Operations Officer is on duty to check the alarm status on the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.
- The school is to evacuate on the alarm sounding. The priority is to evacuate the school to ensure the safety of students, staff, and visitors.
- The Operations Officer will decide whether to call the Fire service or not based on the investigation of the alarm point. Alternatively, they will pass on all clear to the Senior Manager on duty (the alarm will be silenced at this point).
- Staff should vacate the building with their class, supervise students at all times, ensuring they progress speedily to the appropriate assembly point.
- Once at the assembly point, they should register their classes.
- Responsibility for individual visitors and their evacuation falls to the member of staff being visited.
- The Operations Manager should bring out registers to allow attendance to be checked.
- Support staff should report to the Operations Manager.
- Reception staff should evacuate any visitors from the reception area, and other meeting rooms and bring visitors signing in/out book to assembly point for checking evacuation of visitors.
- Learning Support staff should remain with the class they are working or associated with and assist with the evacuation.

Everyone should remain at the assembly point, until the 'all clear' instruction is given.

The Principal will decide when classes can return to the school buildings. In the event of a fire, the Fire service will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

Fire precautions

The Operations Officer is responsible for:

- The formal maintenance and regular testing of the fire alarm.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/escape routes and signage.

Hazardous Substances

- The operations Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorized persons trained in the safe use of the product.
- The Operations Manager will complete an assessment for any authorized products.

Inclusion

- The Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities. All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- The SENCO must ensure all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable.
- Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorized by the Principal.

Managing medicines

- No student is allowed to take medication on the school site without a letter of consent from his/her parent.
- Staff must notify the Principal if they believe a student to be carrying any unauthorized medicines/drugs.

Risk assessments

- It is the Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.
- Risk assessments for offsite school trips, both residential and day trips must be made.

Staff training and development

- The Principal is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.
- Safety training must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the organization's Health and Safety provisions e.g., Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.
- Training must also be given to all key staff and staff with special responsibilities, such as the Premises Officer, First Aid staff and Staff taking students on trips.

Visitors

- All visitors must sign in and out and wear the appropriate visitors badge at all times whilst on the school premises.

Communication:

- **Updated contact sheets for all parents and staff:** The school administration in conjunction with the class teachers are responsible for maintaining updated contact information for all students. Any new contact details must be added to the school communication systems immediately
- **Text Message Service:** The school administration can contact all parents and staff immediately via a text-message service. This service can be accessed via the internet, and therefore be accessed remotely incase a message needs to be sent out of working hours.
- **Email Service:** All parents and staff are notified of school closure and other necessary information via email. See “ICT Safety Policy” for further information regarding student-based internet learning

Health and Wellbeing:

- **First Aid and Nurse Room:** The school Nurse room is centrally located to the majority of the students. First Aid boxes are available in each building, and on school trips. See separate section for “First Aid and Nurse Room” policy
- **Healthy Food Policy:** All students are required to follow our “Healthy Food Policy” and staff are expected to monitor the students’ food on a regular basis. Parents must be informed if students are bringing inappropriate food into school. See “Healthy Food” handout in the Appendix
- **Note:** Students are not permitted to bring chocolate, “sweets,” fast-food, or other “unhealthy” food into school.
- **Note:** Staff are expected to abide by the school’s food policy – especially in front of the children. Staff are not permitted to consume soft drinks or fast food in front of the students.
- **Access to water:** Water dispensers are available in all buildings and on all floors. Students are encouraged to drink and refill their water throughout the day, especially in the hotter months. Students may keep their water bottle on their desk during lesson time
- **Personal hygiene:** Personal hygiene is covered in Physical Education classes. Posters emphasizing the importance of handwashing are displayed in all bathrooms. Children approaching adolescence are spoken with about maturing and the importance of personal hygiene in same-sex discussion groups.

Safety:

Site Safety:

- **Security guards and alarm systems:** The school employs 24-hour security on site

and is fully equipped with both intrusion and fire alarm systems. These alarms are activated at the end of the school day, and can be manually activated in case of an emergency during the school day

- **Car Park:** There is a car park in front of the main school building to ensure parents and staff have ample room to park, and can enter/leave the school premises with ample room
- **Gate and Playground Duty:**
 - **Morning Gate Duty:** The security guard and one/two member of staff are on gate duty in the morning from 7:25am-8.00am
 - **Afternoon Gate Duty:** The security guard and staff members are on afternoon gate duty.
 - **Playground Duty:** No students are permitted to enter or remain in the playground unattended. Staff on playground duty must position themselves so that all areas of the playground can be seen at all times. A staff supervision duty rotation will be adhered to.
- ☐ If a member of staff wishes to take their class out on to the playground other than at their scheduled playtime, they must ensure that their class is properly supervised by a member or members of staff. The class teacher must undertake a risk assessment to ensure that their class will be safe under supervision if the class teacher is not outside with them
- ☐ Teachers and class staff should do a “head count” when leaving the class and again at line up at the end of break time to ensure all students are accounted for
- ☐ Check with the Operations Manager if adverse weather conditions may affect playtime – for example, excessive dust, heat, rain
- **Shade:** The playground has covered areas which provide protection from the sun.
- **Cleaning schedule and storage/restocking of cleaning products:**
 - Washroom cleaners clean bathrooms after every break time and this area always supervised
 - All cleaning supplies are kept locked in the school maintenance cupboard. Cleaning products and paper products are available in kitchen areas for staff to use – in an area not accessible to the children. If cleaning products are kept in the classroom, they must be always kept out of reach of the children
- **Maintenance reviews:** The Principal, Operations Manager, staff members in charge make regular tours of the school to assess any maintenance needs. The School Administrator compiles all job requests and maintenance needs once per term, along with incidental requirements, and presents this list to the Operations Manager for review and comment. Staff are requested to submit all maintenance and furniture requirements to the School Administrator in writing

General safety procedure:

- **Drop off in the morning:** the school gate opens at 7.15am
 - **By parent:** All parents are permitted to escort their children to the gate in the morning

- **By private bus:** children who arrive by school bus are assisted off the bus by the staff member on gate duty. The bus is checked by the staff member to ensure no children are left on the bus.
- **Note:** The class teacher and SLT are permitted to address behavior and safety issues should they be brought to the school's attention. All parents concerned will also be notified, along with the bus driver
- **Pick up mid-morning:** If a student goes home mid-morning, the school administration and class teacher must be informed by the parent(s.) If the parent comes to collect their child from school mid-morning unannounced, a member of the school administration will need to escort the parent to the classroom to ensure a safe handover occurs. If the student is taken from a subject class, it is the responsibility of the school administration to inform the class teacher
- **Pick up in the afternoon:** If any student has not been collected 30 minutes after the end of the school day, that student must be brought to a designated classroom, and parents will be contacted
- **By parents:** Parents should collect their children from the designated pick-up points at the end of the day
- **By bus:** Students who travel on the school bus should line up in the designated areas to await transportation.
- **Hand-over policy:** If the regular parent/driver is not collecting on a specific day, the school administration and class teacher must be informed by the parent. In cases where this notification is not received, the school will contact the parents to verify that their child can be taken from the premises by the new adult
- **Playground safety:** Staff are always on playground duty and no students or classes are permitted to enter the playground without adult supervision. Staff must be positioned to be able to cover all areas of the playground. Students are permitted to bring their water bottles with them to playtime to remain hydrated
- Students are not permitted to remain in the playground after school has finished.
- **Lines of children:** Staff must escort their class lines effectively and safely. Staff must maintain visibility of all children in their line at all times. Staff of younger age groups must be positioned at both the front and the back of the line. Students must be reminded and taught how to remain in their line and to keep up with the pace/speed of the line. Larger classes may walk two-by-two if necessary to ensure a shorter line.
- **Immediate Evacuation:** In case of an immediate emergency where evacuation is required, children will be evacuated from the premises via their closest gate. If there is a present danger at any exit point the children will be redirected to a safer exit gate. The main procedure for this is the same as the Fire Drill, in most cases (see below.)
- **Safety during PE or sporting activity:** Students must have access to water at all times during any sporting or physical activity.
- **Number of adults in class:** If a staff member is not in school due to sickness or absence, then it is the duty of the other staff to offer cover, support, and assistance to

- **Early Closure:** If, for any reason, the school needs to close early during the school morning, parents will be informed via text message and advised to collect their children immediately. Staff will be informed by a member of the school administration. Students will be kept in their class with the teacher until they are collected. Once there are a few students remaining in the class, these students and staff may move from their regular classroom to the classroom closest to the front door of their building and wait there for collection – this is to ensure a faster exit from the premises. A staff member must stand at the doorway to this class to inform parents that students from various classes are in the room waiting for collection.
- No Staff may leave the school premises without permission from the Vice Principal or Principal in the event of an Emergency Early Closure

