



**HAILEYBURY ALMATY**

# **Health & Safety Policy & Guidelines**



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## HEALTH AND SAFETY POLICY

### INTRODUCTION

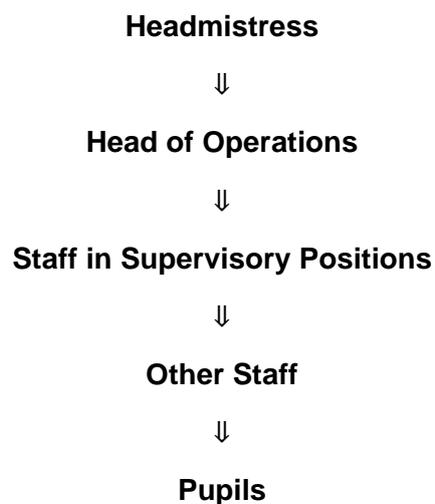
It is the policy of Haileybury Almaty to provide and maintain a working and educational environment that is, so far as reasonably practicable, safe and without risk to health and to ensure that persons not in the School's employment are not exposed to risks which may arise from the School's activities. This policy also advises staff, pupils, parents and visitors of how they can contribute to maintaining the safe and healthy working conditions for all.

We provide information and guidance to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils. Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

The policy will be kept up to date to take account of changes in School activities and as legal requirements change. To ensure this, the policy and the way in which it has operated, is reviewed every year by the Headmistress.

### The Organisation for Carrying out the Policy

Ultimate responsibility for health and safety in the School lies with the Headmistress. For routine health and safety matters, the line of responsibility follows the lines indicated below:



All members of the School have a responsibility to cooperate with their colleagues to achieve a healthy and safe workplace, and to take reasonable care of themselves and others and environment. They are required to work in accordance with this policy



and in accordance with the assessments made of activities. Whenever a member of the School identifies a health or safety problem that he or she is not able to put right, it must immediately be reported to the manager or other person in authority using relevant documentation, such as Near Miss Report.

### **Health & Safety Training**

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. In particular, the immediate supervisor or manager will inform new members of staff on their first day of joining about, and will be refreshed during the team induction training session organized by HR department:

- I. Action in the event of fire
- II. Action in the event of an accident, including location of the documents
- III. Their responsibility for following School procedures, including the responsibility for reporting health and safety problems and how this should be done, and for co-operating with colleagues
- IV. Any specific responsibilities they have in relation to health and safety.

Training topics will include Risk Assessment, Fire Extinguisher Training, Manual Handling Operations and any other topic relevant to the activities of the School. Members of the School will not be expected to undertake any procedure for which they have not been adequately trained.

### **Reporting Health or Safety Problems**

Should a member of the School observe any potential hazard to the health and safety of others, they have a responsibility to reduce the risk by removing the hazard, on condition that doing so will not place them at any further risk. Where the member of staff is not trained to undertake the required procedure or any attempt to directly address the hazard may cause harm, it is their absolute responsibility to immediately report the incident to their supervisor, manager or other person in authority.

On the school management system (ISAMS) there is a reporting an accident form which must be completed and acted upon by all relevant parties.

On the school management system (ISAMS) there is a reporting a near miss form which must be completed and acted upon by all relevant parties.

At least six times a year there is a Health and Safety Committee meeting held to review health and safety in the school. The membership of this committee includes relevant departments and managers from the academic and administrative side of the school. At each meeting all forms detailing accidents and near misses will be reviewed as will be training and evaluation of fire drills and evacuation drills etc.

### **School Security**

All visitors to the School must report to the guard's office at the front gate, obtain a visitor pass and be signed in and out for each visit. The member of the School who the visitor wishes to see will be telephoned from the Reception and asked to report to the Reception to meet their visitor and subsequently accompany them in the School.



The guards are responsible for ensuring that no un-registered visitors are present within the School. However, it is responsibility of all members of the School to challenge any unknown visitor without a pass. The School gates are to be manned 24 hours by security officers. The School perimeter must remain in good working order and be inspected monthly.

All teachers working in the school must undergo the ICPC check or equivalent depending on their previous country of employment. All other adults working in the School will undergo appropriate relevant checks. All parents and visitors to the School will be required to wear the relevant identification badge issued at the security gate and then must be supervised by a member of staff while on site at all times.

### **Unauthorised Persons**

An unauthorised person is someone who does not have authority, expressed or implied by appointment or position, to be in the area in question. Unauthorised persons are not allowed access to classrooms or laboratories and may not use any tools, office or other equipment wherever situated in the School. A member of the School, like any other visitor or person legitimately on school premises may be an unauthorised person if in a part of the premises where he or she has no legitimate reason to be.

### **Children**

Children visiting the School must be under the immediate and close supervision of a responsible adult at all times. They are not permitted in any classrooms or laboratory, and play equipment where experimental or other work is being undertaken unless the specific permission of the Headmistress is given.

### **Safety of Children**

- It is the responsibility of teachers to ensure that curriculum activities are safe.
- Pupils are only taken away from the School site with prior permission from parents or legal guardians, and have Red/Blue leavers form.
- Pupils are taught to have care and consideration for themselves and others.
- Pupils should not interfere with any equipment or electrical outlets which are not intended for their use.
- Pupils should maintain good posture when sitting at desks or computers; and not to swing or lean over in chairs.
- Pupils are supervised in the playground, at morning break, and lunchtime break by members of the teaching staff scheduled on the duty rota.
- A member of staff is on duty each day, at the beginning of the day and after school, to ensure that all children enter the School and are collected safely.
- Pupils should maintain the uniform policy to ensure their health and safety, especially during practical subjects when long hair needs to be tied back and jewellery removed.
- All pupils will be required to review and sign the Acceptable Use of IT policy for pupils.

### **Air Quality Index (AQI)**



Haileybury Almaty tracks air quality in the building and is conscious of variants in air quality due to external factors such as pollution in the city and also internal factors such as paint and solvents. Particular attention is paid to the maintenance of the air conditioning system and heating system to ensure they are maintained and checked regularly.

### **Road Safety**

A dramatic increase in traffic has resulted in a greater number of child-related accidents throughout the world. The Haileybury Almaty community acknowledges that we have a duty to help prevent such tragedies and will ensure to meet our educational responsibility to contribute to the effective road safety education of all pupils.

If the use of the car is considered unavoidable for the journey to and from school:

- Parents/drivers should avoid parking near the School gates. Pupils should then be encouraged to walk the final part of the journey.
- Car drivers (Taxi drivers inclusive) should be reminded to approach the School community with caution, drive at 5KM/hour speed and be aware of other road users and pedestrians.

### **School Bus / Car Journeys**

- Children are to be reminded that they should enter and depart from their bus/taxi in an orderly and sensible manner with due regard for their environment and the carriageway.
- Younger children will be accompanied to their bus/car by an elected School Bus Supervisor of the School who will be aware of road safety issues.
- Bus/car drivers will be regularly advised to approach the School with caution and pay due care to other pedestrians and vehicles within the School environment. There is a code of conduct in the Parent Handbook.

### **Accidents**

- When an incident involves injury to a child, this will be dealt with by the School Nurse, School Doctor, qualified First Responder or a teacher in the unlikely event of the medical centre being concerned with an other incident. When dealing with an injury, if there is risk of bodily fluid contaminate, staff must always wear disposable gloves and ensure that any waste is disposed of securely. Please refer to the bodily contaminate policy.
- The School Medical Centre will follow the clinics procedure if further medical assistance is required.

### **First Aid Supplies**

- The School nurse and doctor is responsible for checking the contents of the First Aid boxes on a regular basis.
- All staff are responsible for notifying the School nurse if supplies in any box are running low.



- There is defibrillators on the School campus. It is located in the Medical Centre CHECK

First aid boxes are located within:

1. The clinics
2. Science Laboratories
3. School buses/transport
4. Reception: Main Reception and EY Reception
5. P.E. departments
6. Drama
7. Art

### **Work Undertaken by Estates and Buildings Staff and Contractors in the School**

The planning and undertaking of building, alteration and repair work, and the installation and maintenance of plant and equipment, by persons from outside the School needs to be adequately controlled to ensure the health and safety of members of the School. To co-ordinate this type of work and to ensure that appropriate measures to control risks are in place in each case, the Headmistress or nominated person will be appointed as coordinator. Detailed arrangements necessary in each case will be decided by the appropriate supervisor or manager in conjunction with the coordinator.

### **Risk Assessment**

All School activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed. Responsibility for undertaking the assessment lies with the organiser (whether staff or pupil). The Head of school may approve the school visit only after the risk assessment has been agreed and approved.

## **SPECIFIC DEPARTMENTAL REQUIREMENTS**

### **ICT**

Please refer to the ICT Department Occupational Health and Safety Policy appendix.

### **P.E**

Please refer to health and safety book, Safe Practice in Physical Education and Sport (2008 Edition) by the Physical Association for Physical Education and relevant updates since then, kept within the P.E. Departments.

### **Science**

Refer to Science handbook.

### **General Office Safety**



For **routine** office activities, provided that the arrangements in the next paragraph are followed, there will be no significant health or safety risk, and no further assessment of the work is necessary. Non-routine office activities should be assessed, and where any significant hazards are identified, the results of the assessment should be recorded.

Falls are the most prolific cause of injury in offices, accounting for almost half of all office accidents, next come the handling and lifting of goods, materials and equipment, followed by stepping on, or striking against things; falling objects; machinery; transport; and the use of hand tools. The maintenance of high standards of general housekeeping in offices goes a long way to preventing accidents. Care should be given to the general layout and storage of items to minimise the possible hazards. Particular attention should be given to: the condition of floors and floor coverings; trailing leads; storage of items, particularly heavy ones, on shelves above shoulder height; safe methods of reaching up.

### **Safety in the Use of Display Screen Equipment (Visual Display Units)**

Detailed guidance and regulations regarding the use of Display Screen Equipment (DSE) are listed on the [Health & Safety Executive website](#) and these will be followed where possible within the School. A properly designed workstation, coupled with regular breaks from keyboard work, should prevent any ill health. There is a diagram showing some of the points associated with good workstation design, and also a checklist which can serve as a guide for individual workstations. Individuals should assess their own workstations using this checklist, and report any defects in the normal way.

### **Smoking Policy**

The School smoking policy prohibits smoking in any buildings and premises within the School grounds or outside within the perimeter fence.

### **Fire/Emergency Evacuation**

- The School Fire and Evacuation policy must be adhered to.
- Fire equipment is checked yearly by a professional agency and meets national requirements in Kazakhstan
- Fire evacuations drills should occur each term decided by the Headmistress.

### **Fire Precautions**

The corridors and staircases in the building form the escape routes and must be kept clear of obstructions. They should not contain anything that could itself be the source of fire, or which is flammable, including gas cylinders. This is especially important in the case of staircases. Doors should not be wedged open as this will increase the spread of smoke and fire. All staff should be aware of hazardous materials that present a fire risk. Teachers should use common sense when putting up displays or



hanging items from the ceiling. Fire escape routes and exits must remain clear at all times.

The School carries out regular electrical checks, this includes sockets, lights, water machines and ventilation equipment, and these are recorded.

### **Cleaning and Waste Disposal**

Clean working conditions are part of the general environment needed for good teaching and learning. Pupils should be taught that cleaning up, care of tools and equipment, and respect for materials are an essential part of safe and efficient practice. Pupils should be encouraged to assume responsibility for clearing their own work space.

The School buildings are cleaned by the School's cleaning provider , supplemented as necessary by pupils and staff as part of practical lessons (e.g. art). Cleaning associated with the provision of school meals is carried out by the Catering Contractor, the catering contractor. The grounds in general are kept clean by the School's maintenance staff and contractors.

Areas that have been recently cleaned should be sectioned off, where possible. 'Cleaning in Progress' signs should be placed in such a position to warn people of dangerous wet surfaces. Wet floors should be avoided as much as possible. Cleaning times should not conflict with periods of heavy traffic, e.g. at particular times during the school day, or after school activities.

### **Preparations and Cleaning Products Guidelines**

- Before using any materials, the label on the container must be read and understood. All materials, whether chemicals or cleaning products, must only be used in the authorised way and for the approved purpose for which they are supplied and in accordance with the safety data sheets issued with them.
- Empty containers should never be used to store any material or liquid other than those stated on the label.
- Cleaning staff must be made aware of health and safety issues via their supervisors.

### **Electrical Safety**

All staff are required to report any damaged electrical equipment or wiring- including portable equipment and permanent wiring. Regular (Yearly) electrical testing is carried out annually by a trained person, and personal mains powered electrical equipment must not be brought to school unless it also has been tested in the same way.

### **Stacking and storage/Lifting and handling**

Materials, equipment and any other items will be kept in appropriate storage areas and stacked tidily so that they do not constitute a hazard. Staff should be aware of good lifting techniques and always ensure these are performed.



## MONITORING THE POLICY

**Day to day health and safety is the responsibility of all persons in employment of the School.** The policy should be followed to ensure the health and safety of all members of the School community. Department Heads and Senior Leadership Team should also use reports of accidents, near misses and sickness linked to work to determine whether existing departmental arrangements require modification in order to prevent a recurrence. Reports of accidents and near misses made by staff members should be sent to the Head of Operations and then will be reviewed during Health & Safety Committee Meeting.

Monitoring the effectiveness of the policy is carried out by way of planned inspections which are undertaken every 12 months. The inspection team, which includes the Head of Operations and representatives from the Health and Safety Committee receives training in appropriate techniques. The Headmistress or Nominee will attend every inspection as a member of the team.