



HEALTH AND SAFETY POLICY

Policy aim, Objective and Statement:

The principal and Board of **Passion Home British International School (PHBIS)** of Accra believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

The Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of the school in order to ensure compliance with the health and safety legislation.

Policy Aim:

To be a school where everyone can undertake their roles and responsibilities and fulfill their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, volunteers, pupils, partners and others who may be affected by our work activities.

Policy Objectives:

1. To conduct all our activities safely and in compliance with standards.
2. To provide safe working and learning conditions
3. To ensure a systematic approach to the identification of risks and the allocation of resources to control them
4. To be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
5. To promote the principles of sensible risk management which enables innovation and learning

Policy Statement:

Passion British International School (PHBIS) recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and persons who may be affected by its activities.

Passion British International School (PHBIS) will adopt health and safety arrangements in line with the standard Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation, policies and procedures.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Passion British International School (PHBIS) ensures that its buildings, grounds, plant and equipment meet appropriate health and safety standards.

All employees encourage and support all pupils by showing a proper personal concern for their own safety and for the people around them through management, through joint consultation, within the delivery of the curriculum and through pastoral care.

Organisation within the School to meet the requirements of the General Policy Statement:

Ultimately, the responsibility for all School organisation and activity rests with the Principal. However all staff have health & safety responsibilities with the specific lines of delegation being set out.

The School Health & Safety Coordinator:

The School Health and Safety Coordinator are responsible for the co-ordination of health and safety management throughout the School and will:

1. Make an annual report, in conjunction with suitably experienced and competent persons, on safety matters to the Principal;
2. Assist with inspections and safety audits;
3. Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team if the issue is outside their level of competence);
4. Develop and establish emergency procedures, and organise fire evacuation practices within the school;
5. Have a general oversight of health and first aid matters;
6. Monitor the general safety programme on behalf of the Principal;
7. Make recommendations to the Principal for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
8. Make recommendations to the Principal on matters of safety policy in compliance with new and modified legislation;
9. Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate);
10. Monitor accidents to identify trends and introduce methods of reducing accidents

General Emergency Procedures:

The School Health & Safety Coordinator will provide the school with advice, support and equipment and undertake a co-ordinating role.

Fire safety:

1. Regular fire drills will be undertaken on at least semester basis; drills will include before and after school activities and lunch/break periods.
2. In the event of a suspected bomb threat, the Coordinator will liaise with the Police and Fire Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, etc by an appropriate means. Any member of staff who receives information regarding a bomb on site must immediately inform the Principal or a member of senior management in their absence.

3. Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required. The fire service will be informed of all incidents of fire, even if small and extinguished.

First Aid Procedure:

1. The school nurse shall act as the First Aid Coordinator and have the main responsibility of administering first aid and attending to emergency health situations.
2. The First Aid needs assessment must be carried out every month in order to identify resources required at the infirmary. The needs assessment must identify provision for semester time and out of semester time.
3. In addition to the school nurse, at least three staff members must have current first aid training and serve as qualified first aiders capable to act in the absence of the School nurse.
4. The school nurse and the named first aiders must have their names listed together with their contact numbers posted at the main corridors of the school also published on the school's website.
5. First aid boxes must be kept in the infirmary, and in each of the school dormitories. The First Aid Coordinator must provide first aid support and maintain a central supply of first aid materials to supplement first aid boxes.
6. Parents/guardians are expected to inform the school of their child's allergy and a list of any of such students should be kept in the Infirmary.
7. All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book.
8. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the student may be sent to hospital to err on the side of caution. In these cases the student will be accompanied by a member of staff.
9. Every parent will be informed of the schools arrangements for First Aid each school year.

Accident Recording and Reporting:

In the event of an accident the following procedure is followed:

1. Any equipment is turned off and the area is made safe (where possible)
2. A call for help is made – including First Aid assistance.
3. The qualified Nurse or First Aider will judge whether the injury is of a minor or major nature.
4. If minor, the school nurse or First Aider will provide appropriate treatment.
5. If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.

6. If the injured person requires hospital treatment but an ambulance is not necessary, the Health and Safety Coordinator is responsible for arranging for a member of staff to transport the student/staff to hospital. If a vehicle other than a taxi is used, a second member of staff (in addition to the driver) will be present to care for the student.
7. The member of staff taking the injured person will:
 - i. Stay with the injured person and return to school with them if appropriate or;
 - ii. Stay with the injured person until the parent/guardian arrives at the hospital and return to school.

Health Issues:

1. Smoking:

We have a specific legal duty to protect staff, students, visitors and the general public from the dangers of smoking and second-hand smoke (breathing smoke from other people's cigarettes). In an effort to reduce the risk to health from passive smoking, smoking is not allowed on any of the school premises.

2. Alcohol and Drug Abuse:

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment, induce fatigue and/or lower concentration. If staff feels they are affected when on medication, they inform the Principal who will then implement additional arrangements that safeguard both the individual and the staff/students they work with.

Schools staff and students should have access to a counselling programme.

3. Staff Wellbeing:

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and issues from outside work that impact on physical and mental wellbeing.

The school consider staff wellbeing by ensuring staff have access to support. Additional support and risk assessments are put in place dependent on the individual needs of the members of staff.

The School should have a 'Stress, Work life Balance & Team Resilience Guide' to support all staff. A Team Resilience Checklist' should be developed as a management tool to identify and address work related stressors and team resilience skills such as good communication, positive work relationships, dignity and respect between colleagues, fair and appropriate performance management etc.

Where individuals are/could be affected, staff should discuss the matter with the Principal to seek ways of reducing the pressure at work. An individual stress risk

assessment form should be used as a tool to help with these discussions and to identify individual action plans.

4. *Infection Control:*

From time to time infectious diseases will occur amongst pupils and staff. Good personal and general hygiene precautions are crucial to prevent the spread of infections. Hand washing is the most important intervention in cross-infection.

- i. Advice in relation to communicable diseases at school can be assessed from the School nurse.
- ii. Basic information on common infections and diseases together with prevention should be provided

5. *Electrical Equipment:*

All staff are responsible for ensuring that, they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them. Health and Safety legislation requires that employers take reasonable steps to ensure the safety of electrical appliances in the work place.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards should be reported immediately.

The Principal must be made aware of, and approve the use of any item being brought into the school by a member of staff, volunteer or a student. The Principal must be made aware of and approve the arrangements for temporary electrical extensions required for drama productions etc.

6. *Housekeeping:*

It is the responsibility of teachers to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The operations manager undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The operations manager reports all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to the Vice Principal in charge of administration. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.

The school is cleaned as per the cleaning schedule and is monitored by the operations manager. All waste is disposed of according to appropriate health and safety guidelines.

7. *Noise at Work:*

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, students and visitors to the school will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to the Principal.

8. Inspections:

To maintain and improve standards throughout the school, an end of semester premises inspection must be conducted by the operations manager and records kept with the Principal. All the various sections of the school will be inspected thoroughly.

9. Campus Security:

All visitors are required to sign in and sign out at the school's reception. All staff will be issued staff ID tags to be used while on campus. In the event that an emergency has made the general evacuation route unsafe, or if the children are in immediate danger, the teacher will use his/her judgement in choosing an alternative path to follow which, will allow the quickest and safest evacuation unless directed to lock down. Should the children not be in immediate danger the teacher will wait with the children in the classroom until further instructions from the office.