



Gulf English School

Health & Safety Policy & Procedures

2017-18

General Policy

The Gulf English School recognises and accepts not only its statutory responsibilities, but also its obligations as an employer, to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet its duties to members of the public, guests or otherwise, with whom we come in contact.

This policy requires the co-operation of all employees. The Gulf English School believes that each employee accepts his/her legal and moral responsibilities for securing and maintaining safety, Health and welfare in the workplace and for behaviour which does not jeopardise the individuals personal safety, health and welfare or that of others.

It is our intention to undertake regular reviews of the policy in light of experiences, changes in legal requirements and operational changes.

A Fire Safety Audit is carried out regularly and without notice by the Kuwait Fire Department. This Fire Safety Audit will be carried out more frequently, if requested by the owner company or the Gulf English School.

All records of accidents or ill-health will be recorded in the Incident Book, kept in the Nurse's Room and monitored in order to ensure that any safety measures required can be put in place wherever possible, to minimise the recurrence of such accidents and ill-health.

Organisation, Responsibilities for Management of Safety, Health & Welfare Procedures

Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures - The school maintenance person shall monitor safety generally and the operation of safety procedures.

The Head of School shall ensure that each employee shall obtain a copy of the safety statement and shall be familiar with its contents.

Safety Officer & Safety Representative

The Safety Officer, who is the Head of School, shall be responsible for overseeing the safety provisions on behalf of the school. The Safety Representative from the owner company should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

Duties of Safety Representative:

To guide and advise on safety, health and welfare matters.

- To make representations to the Gulf English School on any aspects of Safety, Health and Welfare in the school.
- Investigate accidents and dangerous occurrences.

- Ensure that the school fulfils all Kuwait statutory requirements
- Subject to prior notice to the Gulf English School and to agreement between the Safety Representative and the Gulf English School, as to the frequency, carry out inspections and appropriate revision and auditing of the school safety procedures and methods of operation.
- To ensure the appropriate safety education and training are co-ordinated and carried out using whatever resources as may be reasonable.
- To investigate circumstances in which it is reasonable to assume that risk of personal injury exists or potential hazards exist following a complaint made by another employee (teacher or other).
- To accompany an inspector on any tour of inspection other than a tour of inspection made by the inspector for the purpose of investigating an accident.

Duties of Employees

Role of the Head of School / Company Safety Representative

- To carry out inspections.
- To investigate potential hazards.
- To investigate accidents or dangerous occurrences.
- To make representation to the employer.
- To provide information as is necessary to ensure the safety and health of workers.
- To be informed of visits of Inspectors.
- To accompany an inspector on any visit apart from an accident investigation.
- To make representations to inspectors.
- To receive advice and/or information from inspectors.

Deputy Headteachers

The Deputy Head's shall: - ensure that all Heads of Year fully understand their responsibility and are given both the time and training needed to fulfil their obligations.

The Deputy Head's shall also: - take steps to ensure that any changes in the curriculum are assessed for their Health & Safety implications - ensure that all Heads of Departments fully understand their responsibility and are given both the time and training needed to fulfil their obligations.

Heads of Department Secondary. Heads of Year Primary

Heads of Department/Heads of Year Primary shall:

- ensure that his/her department is run in accordance with the standards laid down within this policy to comply fully with legal obligations.

- ensure the members of the department understand and implement the practical aspects of this policy to their areas of responsibility.

- ensure that members of the department fully understand their individual responsibilities and are given both the time and the training needed to fulfil their duties.

- report to the Health & Safety Manager, any new substances that are brought onto the School Premises as appropriate.

- ensure adequate supervision of pupils both inside the School and on external trips.

Heads of Year Secondary and Primary

Heads of Year shall:

- ensure adequate supervision of pupils both inside the School and on external trips

- ensure that his/her year group is run in accordance with the standards as laid down in this policy so as to comply fully with legal obligations.

Health & Safety General Responsibilities

The responsibilities of all of our Staff have been formulated to ensure that an overlapping of responsibility takes place within each area. The School accepts its overall responsibility for providing both instruction and training in order to ensure that the responsibilities as indicated are fully understood and met.

Health and Safety – Swimming in School Pool

The rules for the safe operation of the swimming pool are laid down in a separate pool operating procedure. However, when swimming is being conducted the supervising member of staff must have at least one poolside safety officer who is not responsible for delivering the lesson. The supervising member must have an in date coaching certificate except in special circumstances authorised by the Headmaster, Bursar or Director of Sports and Games.

It shall be the duty of every employee while at work:

- To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
- To report to the Gulf English School without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare that he/she becomes aware.

All Science Staff and Laboratory Technicians

Science Staff and Laboratory Technicians will be responsible to the Head of Department as appropriate for the following:

- isolating gas supplies (where appropriate) to laboratories at the end of the working day.
- the constant security of all toxic and highly flammable substances which may be used from time to time in their departments.
- ensuring that all stores are kept locked when not actually being supervised. - be responsible for rendering all experiments safe, so far as is safe to do so.

No person will intentionally or recklessly interfere with or misuse of any appliance, protective clothing, convenience equipment for securing the safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

Where such work is taking place which constitutes any threat to health and safety the school will be closed or the work will not take place during school hours.

Duties of the Gulf English School

The Gulf English School will ensure that, in so far as is practicable, the highest standards of safety shall prevail.

Specifically, the Gulf English School wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from the school.
- The design, provision and maintenance of appliances and equipment is safe and without risk to health.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of staff & pupils
- The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
- The continuing updating of the safety statement.

- The provision of arrangements for consultation with employees on matters of health and safety

The Gulf English School recognises that its statutory obligations under Kuwaiti Law extend to employees, students, any person legitimately conducting school business and to the public.

The Gulf English School undertakes to ensure that adequate provisions of the safety, health and welfare are adhered to.

Consultation, Information & Training

It is the policy of the Gulf English School:

- To consult with staff in the preparation and completion of the Health and Safety Statement and of Hazard Control Checklists.
- To give a copy of the Safety Statement to all present and future staff.
- That any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

All employees will be:

- Advised of the protective clothing and safety equipment available and the areas where they must be used or worn e.g. in labs
- Advised of the nature and location of fire equipment and how it is safely operated.
- Notified of any changes in safety procedures.
- An employee will be trained with regard to the proper procedures when contacting the school nurse in the event of First Aid being required

Hazards

All staff at the Gulf English School will complete bring the notice of the Head of school to potential hazards. Some Hazards can be rectified but others remain constant. Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Gulf English School in consultation with the employees will review and make recommendations on the elimination of Hazards.

The following Hazards are considered by the school to be a source of potential danger to health and safety within the school. They are therefore brought to the attention of all concerned:

- Traffic
- Exiting / Accessing school on the street and car park
- all electrical power distribution boards
- Photocopiers
- Kettles & boiling water
- Doormats and doorstep

- Steps and stairwells
- Music Players, computers and all other electrical items for use in classrooms
- Interactive Whiteboards
- Wet floors
- Glass/bottles/containers
- Swinging doors
- Swinging gates
- Use of mops and brushes
- Store rooms for paints and tools, and items for use in science labs including gas
- Cleaning Products containing chemicals
- Photocopier Toners containing chemicals
- Air-conditioning units
- Cats and other animals which may stray on to the premises

Procedures for Minimising Hazards(Plant including Air – conditioning system, lifts and swimming pool)

The following safety/ protective measures must be adhered to:

- Access to and operation of plant/machinery is strictly confined to qualified members of staff or contracted companies whose job function is that of running, maintaining, cleaning and monitoring particular items in the course of their normal duties.
- Precautionary notices in respect of safety matters are displayed at relevant points.
- Qualified professionals or companies are called upon to investigate and rectify hazards especially electrical items
- Breakages or faults in plant/machinery/equipment where employees do not possess the necessary expertise to eliminate the potential danger.
 - A qualified contracting company is employed to maintain the pool in good order – including plant, water temperature, chlorine levels and vacuuming. This is overseen by the Head of PE.
 - A pest control company is contracted to maintain pest control throughout the building.
 - An air conditioning company is contracted to maintain the air conditioning system
 - A specialist elevator company is contracted to maintain the lifts.
 - The school swimming pool doors are locked when the area is not supervised or not in use.

Electrical Appliances & Fittings

It is the policy of the Gulf English School that:

Electrical Appliances & Fittings are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks. Any defect noticed should be reported immediately. Such maintenance will include checking that:

- Equipment is correctly wired and earthed.

- Plugs are correctly wired.
- The distribution system i.e. sockets etc. is suitable for the type of work being carried out.
- The isolating switches are marked, well sited, accessible and known to staff.

Plugs/Sockets/Leads especially in classrooms and offices

Any defect in Plugs/Sockets/Leads noticed should be reported immediately. Plugs/Sockets/Leads will be checked for defects every six months as part of normal safety procedures. Such maintenance will include checking that:

- Plugs are in good condition, free from cracks or pieces missing.
- That sockets and socket switches are in good condition with no cracks or pieces missing.
- That sockets are convenient for the equipment used
- That indicator lights on sockets function properly
- Insulation on leads is not cracked or frayed.
- That leads are without knots or joins and are reasonably free of kinks.
- That leads are the correct length for equipment being used.
- That leads and flexible cable are securely fixed at both equipment and plug ends

Lighting

Lighting in the school will be reviewed at regular intervals to ensure that:

- The lighting is adequate and meets the needs of the school
- All light fittings are working and are kept in clean condition and without defect.

Air conditioning, cooling fans and direct sunlight

- The air-con system will be regularly serviced and maintained in good order.
- Blinds on windows will be checked for defects, cleaned and repaired to allow adequate shading from direct sunlight, and easy/safe operation.
- Pupils should never use switches on fans or adjoining sockets.
- Windows will be checked to ensure that they are easily opened to allow for adequate ventilation.

Corridors and Safety

- No person is permitted to run on the corridors to ensure everyone's safety
- Persons should walk on the right hand side of the corridors to avoid unnecessary collisions.
- Corridors will be kept clear at all times and will be kept clean at all times
- All spillages or accumulation of wetness should be kept clean at all times.
- Washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping.
- Litter or rubbish will not be allowed to accumulate in corridors. Rubbish bins located in classrooms and hallways will be emptied regularly during school hours and promptly disposed of.
- Areas of loose, flaking or damaged paint, plaster or plasterboard will be repaired promptly in as far as is reasonably possible.
- No pupil should ever carry hot water, kettles or electrical equipment in corridors.
- Glass bottles/containers may not be carried or used at any time by pupils without adequate supervision.
- Pupils on route passing messages should walk and return promptly to his/her classroom without making any diversions or entering other rooms.

Chemicals, Solvents, Detergents, Copiers & Toner etc.

It is the policy of the Gulf English School that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.

- Store rooms will be labelled.
- Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in the event of spillages, splashes etc.
- Protective gloves/masks/covering are to be worn or used when using such substances or materials in the interest of safety. Gloves are available in the cleaning room.
- All spillages must be reported promptly and the Safety Procedures followed.
- All chemicals, solvents, detergents, copiers, toner etc. will be kept in the store room
- Only persons with the appropriate authorisation will be allowed access to the storeroom.

- Persons returning materials to the storeroom must ensure that containers are properly/correctly closed and secured. Substances should be returned promptly to the storeroom and not left lying about.
- When not in use the storeroom must be kept locked at all times.

Playground

- Playing equipment considered dangerous or that is used dangerously by pupils shall not be allowed in the school or in the playground.
- Should a ball or any other object fall outside the play area supervision of the child retrieving it is essential.
- Children are not allowed to retrieve footballs or other items from the street under any circumstances.
- Climbing on walls, roofs or over fences is not permitted unless under careful supervision in the event of having to enter the neighbouring property.
- Schoolbags and lunchboxes must be put in allocated places to avoid accidents.
- For safety reasons no pupil may run around the corners of the school buildings thus avoiding unnecessary collisions.
- Skipping ropes are to be used for skipping only
- Large games equipment will be checked to ensure that they are secure and safe at all times.
- Roofs / stairs overlooking the playground area, guttering, drainpipes, etc. will be checked to ensure that they safe and secure and free of obstruction.
- Manholes will be carefully covered and kept free from obstruction.
- The entry of any person other than that of authorised personnel, teacher, pupil or employee during school hours must be reported immediately to the Head of School. Persons coming onto the school premises must identify themselves clearly to whoever answers the gate before gaining entry to the school premises. All visitors must report to the reception to hand in their civil ID and gain a white lanyard if he have an appointment
- Pupils assigned to specific play areas during recreation times must not enter other play areas without permission from the teacher on supervision at that time.
- Any contractors should make direct contact with the Head of School / Administration before initiating any work or tasks on school premises.

Car Parking: Access/Egress

The entrance to the school will be kept free of obstruction at all times. This ensures:

- That emergency services have easy access into the school should the need arise.
- Cars should be parked beside the school, so as to allow easy flow of traffic and avoid congestion.
- Any deliveries can have easy access to school.
- Main entrance gates to be closed to ensure that children will not rush onto street
- Children to enter and exit the school through assigned gates
- Due care must be observed that no person is placed in undue danger when vehicles parked close to the school.
- On entering/exiting school children must walk and not run.
- Children shall exit from the school in an orderly fashion with no running to minimise danger, when egressing the school.

Accidents

Accidents Staff must: -

Seek medical treatment for any injury they may receive, no matter how slight. This treatment in the first instance shall be given by the school nurse, if available, or may be by any nominated first aider.

-all accidents must be reported in the Accident Book, which is kept by the School Nurse. The Infants school have their own accident book, as does the swimming pool.

-also report any accident/incident as soon as is practicable on accident/incident report forms. These are held with the nurse. Forms must then be passed on to the Health & Safety Manager as soon as possible.

- The Accident Books are normally checked weekly by the Health and safety Manager and the results reported to the SMT at its weekly meeting.

-In all cases of head wound, head injury or bump to the head, the child's parents are called. It is up to the parent to decide if the child should be attended to further e.g. hospital treatment

Serious Accidents

- In case of serious injury do not move person/victim.
- The school nurse is called
- Employ appropriate urgent first aid treatment if urgently required but only if knowledge of the correct medical procedures are in your possession otherwise await professional advice and assistance.
- Inform parents immediately (in the case of child)

- Call emergency services immediately

Security

Staff must assist the school in maintaining a safe environment by:

- directing /escorting visitors on site to main reception
- ensuring all staff visitors sign in at Reception and have a visitor's badge issued
- during out of term time, ensure that buildings are not left unlocked.
- report un-badged visitors/strangers to Reception as soon as possible.

All accidents, no matter how trivial, whether to employees, pupils or members of the staff must be reported immediately to the Head of School. This is necessary to monitor the progress of safety standards and to ensure that the proper, appropriate medical attention is given where required.

The Accident and Incident Book will be retained for recording all accidents and kept up to date. The Accident and Incident Book will be kept in the Medical Room and its location will be made known all employees.

First Aid

The School First Aid Officer the school nurse

It is the policy of the Gulf English School that:

- The nurse employed will be a trained nurse
- All employees have access to and knowledge of location of the Medical room
- All teachers are informed regarding the proper procedures in dealing with accidents of a medical nature.....children are sent to the nurse accompanied by an appropriate adult
- The Medical room is checked regularly to ensure that it is adequately stocked.

Drugs/Medications

It is the policy of the Gulf English School that all medications, drugs, etc. be kept in a proper medication cabinet that is locked at all times with keys to be kept in a secure and safe place.

Fire

Fire Extinguishers are checked and certified annually by the Kuwait Fire Department

It is the policy of the Gulf English School that:

- Fire extinguishers are in adequate supply and are suitable to deal with any type of fire.
- Regular fire drills at least once a term.
- A record of all fire drills will be kept.
- The emergency evacuation policy is known to all staff, and exit routes are placed on the back of all classroom doors

- Early in the first school term all new entrants, staff and pupils, will be taken over all primary and secondary escape routes, and will be instructed in the emergency evacuation procedure including assembly points..
- Persons leaving the school buildings should inform reception

Fire Drill

Aims

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere. The emergency evacuation procedure is contained in a separate policy called "Evacuation Policy 2015"

Welfare

To ensure the continued Welfare of employees:

- There are toilet facilities provided.
- There is sufficient seating and tables for working with.
- Staff sanitary facilities are suitable and properly cleaned.
- Staff has adequate parking facilities.
- First Aid is available in Medical Room.

Members of staff are reminded that:

- Any person who is under medical supervision or on prescribed medication and who is certified fit for work should notify the Head of School of any known effects or temporary disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils.
- Staffs are not permitted to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol.

General Safety in Brief

To assist in achieving a healthy and safe environment the following basic steps should be observed by all individuals.

- Obey general rules of safety.
- Employ the proper procedures when carrying out tasks.
- Keep work areas clean and tidy at all times.
- Accept responsibility for the safety of yourself and others.
- Make sure all corridors and passageways are kept free of obstruction.
- Take care that entrances/exits are not blocked or covered up in any way and that they are ready for use if the need arises.

Code of Behaviour

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

Access to Employees is by Consent

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Head of School's or the security guard's attention. The Head of School/security guard will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

Conclusion

This Safety Statement has been prepared based on the conditions existing in the school at the time of writing. It may be altered, revised or updated to comply with any changes in conditions, local legislation or advice.