



Acacia International School

Health and Safety Policy

1. Introduction

The Governing Body of Acacia International School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the The Occupational Health And Safety Act, 2010.

This policy sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section. This policy will be brought to the attention of all members of staff.

This policy will be reviewed on an annual basis.

2. Organisation

As the employer, the Governing Body has overall responsibility for Health and Safety at Acacia International School. At school level duties and responsibilities have been assigned to Staff and Governors as laid out below.

Responsibilities of the Governing Body.

The Governing Body is responsible for all health and safety matters, including:

- Formulating a Health and Safety Policy detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the Health and Safety Policy annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the school's budget for the implementation of the attached arrangements;
- Receiving from the Principal or other nominated member of staff reports on health and safety matters and reporting any hazards



- Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Principal:

Overall responsibility for the day to day management of health and safety in the school rests with the Principal.

As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues, including safety notices;
- Ensuring that the establishment has emergency procedures in place.
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Monitoring of staff carry out their responsibilities as related to Health and Safety, as set out below.

The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of employees

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.



All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Principal, using the appropriate form.
- Report immediately to the Principal any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3. Arrangements

Fire and emergency evacuation

In any event that requires the emergency evacuation of the school buildings the following procedure will be followed.

Sounding the alarm

On identifying a risk that requires emergency evacuation, a member of staff should proceed to the staffroom and sound a continuous blast on the school bell. Should the bell not be operational, they should take the whistle that is hanging there and proceed to blow repeated blasts upon it. Continuous ringing of the school bell or repeated blasts on the school whistle are to be recognised as the school emergency alarms.

Evacuation of classrooms

On hearing the school alarm, all Teachers should immediately stop their lessons and line their classes up by the door. The children should not stop to collect their bags and should proceed in a calm and orderly fashion at all times. If the teachers still has their register in the classroom,



they should collect the register and take it with them. Once the class line has left the room, the Teacher should stop the line, check that the classroom is empty and then close the door. At no time should anyone put their lives in danger.

Should the alarm be raised during a break time, children should proceed directly to the Emergency Evacuation point in a calm and orderly fashion.

The primary evacuation route is via main classroom doors, through the quadrangle and out to the carpark via the mains school gate. The secondary route is via the sports gate. Keys to the sports gate are to be found hanging in the staff kitchen.

The principal should inspect both bathrooms, the Library/ICT room, the staff room, Principal's office the school office to ensure that all rooms have been evacuated.

Assembly and Registration

The Emergency Assembly Point is the big tree on the main sports field. All classes and members of staff should gather under the tree on the school playing field, and should stand in lines in their class groups. Classes should line up in order from the youngest class to the oldest.

The school secretary should gather all the registers from the school office and proceed immediately to the Emergency Assembly Point where the registers are distributed to the teachers as they arrive. The school secretary should then use a mobile telephone to contact the emergency services as required.

Teachers should take the class register and inform the Principal if all students are accounted for.

End of Emergency Procedure

All classes and teachers are to remain in the meeting point under the tree until informed by the Principal that the emergency procedure is over.

Fire Drills

Fire drills will be undertaken termly.

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.



Ensure the alarm is raised BEFORE attempting to tackle a fire.

Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc should be clearly identified by safety signs and notices.

Inspection of fire fighting equipment

School fire extinguishers are provided by Stone Flame Fire Tech and General Services and are serviced by the same company every after 6 months.

Medical and First Aid

The School First Aid Officer is Miss Sarah Ngoma. The Sports First Aid Officer is Mr Lovemore Lungu. The first aid officers should renew their first aid training every 3 years, and receive a CPR procedure refresher course annually.

The first aid kit is located in the School Office. First aid is administered by the first aid officer according to the first aid procedures as detailed in the Staff Handbook. The first aid officer is responsible for ensuring the First Aid Kit is adequately stocked.

If a child seems unwell or has vomited during the night, we request that parents do not send them to school until they have recovered. If a child has been absent due to illness parents are requested to inform the school of the nature of the illness when the child returns.

Pupils are not permitted to carry medicines in school, with the exception of personal asthma pumps and epipens. Any medicines that the children are required to take should be clearly labelled and left, by the parent, in the office with Miss Sarah Ngoma who is the school's first aid officer. Written instructions must be provided for the administration of medicines.

A travelling first aid kit and any medication needed by children should be taken on all school field trips outside of the school grounds.

For any incidents that necessitate the handling of blood or other bodily fluids, Universal Precautions for Handling Blood/Body Fluids should be followed. See Staff Handbook for details.



Serious incidents

If the First Aid Officer or Principal considers it necessary, professional medical assistance will be called and parents and/or guardians will be informed. For those pupils or staff members with private medical insurance details on file, the relevant emergency assistance will be called as detailed in their files. A quick reference guide to emergency and insurance contacts is to be kept in the school office.

Pupils or staff members without private medical will be sent directly to the Livingstone General Hospital (by ambulance if available, by private transport if not). No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Sports

All sports activities are to be supervised by an Acacia International School staff member. Risk assessments should be conducted for sports activities.

Children must wear the appropriate school sports kit and protective gear as stipulated in the school uniform. Children not wearing the appropriate kit will be required to sit out the sporting session. Protective gear should be worn as detailed in the appropriate risk assessment.

Science Lessons

Teachers should consider any risks when planning lessons and take appropriate control measure. Teachers should refer to the publication "Be Safe" for guidance on Health and Safety in science lessons.

Accident and Incident Reporting

Staff should report all accidents and incidents (including near misses) using the Accident Report Form. Reports should be made by the staff member who was supervising the activity. The Accidents Reports will be regularly reviewed by the Principal.

All first aid incidents should also be recorded in the first aid treatment book, kept with the first aid kit.

Health and safety training

Health and safety induction training will be provided and documented for all new employees.



The Principal is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff

Training records are held by the Principal who is responsible for coordinating health and safety training needs. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the Principal's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Premises and Equipment

Staff should report all defects in condition of premises or equipment, including playground equipment, and any health and safety concerns immediately to the Principal, using the Maintenance Form.

Outdoors play equipment

The outdoors play equipment will only be used when supervised. Such equipment should be checked daily by the school janitor for any apparent defects.

Security and Access

All school gates will be kept closed throughout the school day. The swimming pool and sports gates will be kept locked when not in use under the supervision of a staff member.

Children should not use the main gate to access the main sports field.

Swimming Pool

Gate to swimming pool will remain locked. When the swimming pool is in use, gate to remain closed.

An Acacia International School staff member is to supervise school swimming pool activities at all times. The supervising teacher should have up to date first aid [and lifesaving training]. Volunteers are not to lead swimming sessions unsupervised.

Children are to follow the swimming pool rules at all times. Children not following rules will not be allowed to continue with the activity.



Supervision

There are two named teachers on duty each school day - one for the Early Learning Center, one for the Primary School. The duty teachers' roles are detailed in the Staff Handbook.

Field Trips / Off-site Visits

There will be a named trip leader with delegated responsibility for Health and Safety during the trip. All off site visits should carry a travelling first aid kit and any necessary medications, including asthma pumps. See generic field trip risk assessment. Trip leader should review the generic field trip risk assessment and update for each trip.

Safeguarding

Only designated persons may collect children from school . Parents must let the office know in advance if they wish to add to their list of approved adults and the written pupil record must be updated accordingly.

Risk Assessments

In addition to the arrangements listed here, formal risk assessments are carried out for certain activities and contexts.

The school currently should have risk assessments in place for the following higher risk areas of provision:

- Swimming pool
- Sports
- Events
- Field Trips

Policy Date: 13th June 2017

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