



HEALTH & SAFETY POLICY

<i>Hua Hin International School</i>

<i>Reviewed October 2020</i>

<i>Julie Way</i>

Part 1	STATEMENT OF INTENT
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It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate.

Our aims are to:

- *Maintain control of health and safety risks arising from our activities*
- *Consult with all staff on matters affecting their health, safety & welfare*
- *Provide and maintain safe plant and equipment*
- *Ensure safe handling, storage and use of substances*
- *Provide appropriate information, instruction and supervision for staff/students/visitors*
- *Ensure staff are suitably trained and competent to do their work safely*
- *Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health*
- *Maintain a safe and healthy working environment ensuring the welfare of all persons*
- *Assess risks, record significant findings and monitor safety arrangements*
- *Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements*

Part 2	ORGANISATION
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The overall responsibility for health and safety at Hua Hin International School is held by the Directors and the Headteacher to

- *Ensure that health and safety has a high profile*
- *Ensure adequate resources for health and safety are made available*
- *Consult staff regarding suitable health & safety training opportunities*
- *Monitor and review health and safety arrangements*

The headteacher will:

- *Develop a safety culture throughout the school*
- *Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively*
- *Assess and control risk as part of the day-to-day management of the unit/centre/school*
- *Ensure staff are aware of their responsibilities*
- *Ensure a safe & healthy environment & provide suitable welfare facilities*
- *Make operational decisions regarding health & safety*
- *Ensure periodic safety tours and inspections are carried out*
- *Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks*
- *Ensure staff are aware of their health & safety responsibilities*
- *Update governing bodies/partners*
- *Produce, monitor & review local safety policies & procedures*
- *Monitor and review the health and safety policy periodically & as required*

All staff have an obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- *Supporting the school's health & safety arrangements*
- *Ensuring their own work area remains safe at all times*
- *Not interfering with health & safety arrangements or misusing equipment*
- *Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions*
- *Reporting safety concerns to the Headteacher or Director of Thai Culture and Language*
- *Reporting any incident that has led, or could have led, to damage or injury*
- *Assisting in investigations due to accidents, dangerous occurrences or near-misses.*

Specific health & safety responsibilities of individuals are as follows:

- *Safety Advisor (Headteacher in liaison with Office Manager)*
The Safety Advisor is advisor to the school head on health, safety and welfare. The Safety Advisor will also advise all personnel in meeting their individual

responsibilities with regards to health and safety at work and offer or arrange appropriate training to all personnel and stakeholders as required

- *Teachers & Teaching Assistants*
The responsibility of applying safety procedures on a day-to-day basis rests with the teachers and teaching assistants. All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff are instructed in their own individual responsibility and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary
- *Employees*
Employees have a responsibility to ensure they act in a responsible way towards the health & safety of themselves and other members of the school, visitors, contractors and parents.

Cleaning Staff

- *Cleaning Staff have a responsibility to ensure that:*
- *all areas of the school are clean and hygienic at all time;*
- *Cleaning equipment should be kept locked away;*
- *Cleaning chemicals should be kept locked away;*
- *Any hazards are reported to K Cheng) or the Headteacher.*

The School nurses

- *have a responsibility to ensure that students who are unwell are identified;*
- *to manage all aspects of any injuries incurred;*
- *to ensure contact is made with parents regarding any illness or injury either verbally or by written report.*
- *to liaise with local hospitals.*

Part 3	ARRANGEMENTS
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In carrying out their normal functions, it is the duty of all managers and employees to do everything possible to prevent injury & ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

General arrangements can be summarised as follows:

- *Providing and maintaining safe equipment and safe systems of work*
- *Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles*
- *Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely*
- *Providing safe places to work with safe access to and exit from them*
- *Providing a healthy and safe working environment with adequate welfare facilities*
- *Providing a system for rapidly identifying and effectively dealing with hazards*
- *Implementing control measures to reduce risks to as low as reasonably practicable*

Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

Accident Reporting

Any accident or injury is to be reported and entered in the The Accident Book is held in the school office.

Accident Investigation

All significant accidents or incidents and near-misses are to be reported to the headteacher. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. Contractors must report any accidents to the headteacher.

Defective Equipment

- *Defects in equipment must be reported to the management*
- *It is to be removed from use and quarantined immediately and it is to be clearly marked as faulty until its repair or replacement.*

Working at Height

When using access equipment, such as ladders or stepladders, the correct equipment is always to be used for the job to be undertaken.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- *Keep corridors and passageways free from obstruction*
- *Ensure shelves in storerooms are stacked neatly and not overloaded*
- *Heavy items are to be placed on lower shelves to assist manual handling*
- *Keep floors clean and dry*
- *Do not obstruct emergency exits*
- *Storage of supplies to be in correct location*
- *Rubbish & litter to be cleaned & removed at the end of each working day*

Personal Hygiene

The school actively teaches children the importance of good hygiene practices and ensure children learn to wash their hands as part of the daily routine. Staff regularly discuss with children that washing their hands stops the spread of germs that cause sickness.

Electrical Equipment

- *Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment*
- *Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately*
- *All electrical equipment must be tested annually by a qualified engineer*
- *All electrical equipment is to be inspected in accordance with the Electrical Policy*
- *Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested*

Control & Use of Harmful Substances

- *When using a harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health*
- *Staff must not attempt to use a harmful substance unless suitably trained to do so*

Smoking

- *Smoking is not permitted on the school campus or in the surrounding area.*

Food Preparation Area

- *Only authorised staff are allowed access to the school's kitchen area*

Emergency Provision

- *The fire service can be contacted by ringing: 032-511666*
- *An ambulance can be contacted by ringing: 1719 or 032-616-8880. These should be stored in your phone.*
- *The police can be contacted by ringing: 032-511027, 032-533401*
- *The administrative team can locate the school nurse in an emergency*
- *First aid is not to be administered by anyone except first aid trained staff*
- *Emergency evacuation is to be carried out in accordance with the school's emergency evacuation plan*
- *Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency*

Fire Safety

- *Fire procedures are available for all personnel to read*
- *Fire safety & evacuation plans are to be read at induction and periodically thereafter*
- *Fire notices 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point*
- *Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire*

- *The most important part of fire control is prevention & all personnel should be familiar with the flammable potential of materials and substances that they use, and exercise maximum care in their use, especially with those marked 'flammable'*
- *Fire evacuation procedures, fire safety training and fire alarm testing are to be carried out once a term.*
- *The fire risk assessment is to be reviewed annually and amended as new hazards or required amendments are identified*

Visitors

- *It is the duty of all of the personnel within the school to ensure the health and safety of all visitors*
- *All visitors must sign into the school at entrance and sign out again when leaving*
- *No visitors are allowed through the security door without gaining permission from the guards*
- *Visitors are to be accompanied to their destination as appropriate*
- *Appropriate personnel are to be made aware of visitors to the school*

Contractors

- *Contractors are to report to the guard upon arrival and departure*
- *Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work*
- *Contractors must comply with the school's safety policies and safe working procedures*
- *If there are any breaches of safety, then these must be reported to the school head at the earliest opportunity*
- *All contractors are to be appropriately supervised at all times*
- *Contractor risk assessments & safe working systems are to be inspected prior to work commencing*
- *Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete*

Moving & Handling

- *Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a moving & handling risk assessment has been carried out.*
- *Where any doubts exist about the handling of awkward or heavy loads, then advice is to be sought from management prior to any manual handling operations commencing*

Risk Assessments

- *Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work*
- *Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists*
- *Risk assessments are to be carried out by competent persons only*
- *Any individual undertaking a risk assessment must have completed appropriate risk assessor training*

- *All risk assessments & control measures are to be approved by the headteacher prior to implementation*
- *Completed risk assessments are to be stored in the Risk Register*
- *Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date*

- *Emergency evacuation procedures*
See evacuation process as detailed in Fire Safety Policy.

- *Off-site activities*
See outdoor education and visits policy

- *Supervision, before and after school, breaks and lunchtimes and at other times*
See Policy.

- *Administration of medicines*
See policy

- *Drugs & alcohol*

- *ICT safe use of computers & other display screen equipment*