**TBS Health & Safety Policy & Procedure**

**Aims**
The aim of this policy is to provide a safe and secure environment in which staff and students can work. While certain staff have specific tasks, health & safety is everyone's responsibility and all activities should be carried out with health & safety in mind. Staff are expected to be familiar with this policy and to follow its guidelines. There is no legal framework for H&S in Nepal and thus this policy is based on H&S standards that would be expected in a school in the UK. All staff are expected to read the policy every year and sign as having done so. The school’s location in Nepal imposes certain restrictions on our ability to observe H&S regulations that would be the norm in the UK and other hazards such as earthquakes need to be addressed. Responsibility for H&S ultimately resides with the school’s Board of Governors, but the arrangements are delegated to other members of staff. In this Policy the terms hazard and risk have separate and distinct meanings. The hazard is the danger: handling acid, tripping, using scissors. The risk is the likelihood that the hazard will occur and the level of injury it will cause. The risk may be significantly reduced by the use of proper procedures and equipment. Thus, when handling concentrated acid, the hazard is very high but, assuming the proper procedures are in place, the risk will be acceptably low.

**Health & Safety at TBS**

**Responsibilities & Officers**
Health and Safety, Crisis Management and Security Issues are the responsibility of the **Crisis Management Officer**. Tasks are delegated as appropriate to other members of the H&S team. The team comprises of:

- **CMO**, plus: **Vice-Principals, Bursar, Operations Manager, Nurse, Head of Science, Head of PE, and Deputy Crisis Managers.**

*Nb. The officers above are responsible for the management of H&S issues under normal circumstances. For management during an incident, see Emergency Response Duties sheet.*

**Responsibilities of Staff**
All staff are responsible for the health and safety arrangements in relation to staff, students, pupils, visitors and helpers under their supervision.

1. Exercise effective supervision over all those for whom they are responsible.
2. Be aware of and implement H&S procedures, safe working practices and to set a good example personally.
3. Identify actual and potential hazards and introduce procedures to minimise the possibility of accident.
4. Provide for adequate instruction, information and training in safe working methods.
5. Ensure that any equipment or tools used are appropriate to that use and meet acceptable safety standards.
6. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards/deficiencies in H&S arrangements are reported to the HSO. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the HSO.
Responsibilities of the HSO
The Health & Safety Officer has responsibility delegated from the Board for the implementation of this policy. The HSO will:

1. In conjunction with the SMT/LT and staff, implement this Policy as is possible and ensure SMT/LT are briefed in any H&S issues.
2. Maintain the policy to reflect any changes and ensure these are communicated to staff.
3. Ensure all new staff and students are aware of their roles and responsibilities under this policy.
4. Investigate reported accidents and near misses and take action as appropriate.
5. Prepare and assist staff in the preparation of risk assessments.
6. Carry out surveys as described in this Policy.
7. Maintain proper records pertaining to H&S.

Responsibilities of Pupils and Students
All pupils and students are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves, their fellow pupils and students, staff and other persons on site.
2. Observe all the safety rules and the instructions of the teaching staff in the event of an emergency.
3. To use H&S equipment provided and ensure it is not damaged and report any damaged equipment to a member of staff who will report it to maintenance staff and the HSO if required.

Responsibilities of Contractors
It is unlikely in Nepal that a contractor will consider that they have any responsibility towards Health and Safety and they should therefore be made aware of the responsibilities below before the work starts. It is the responsibility of the Systems Administrator to ensure all contractors are briefed on the Health and Safety standards required at TBS. Staff dealing with external contractors should ensure these responsibilities are complied with.

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Make themselves aware of all safety rules, procedures and safe working practices set in place by the school.
3. Carry out a risk assessment before work starts which should be forwarded to the HSO.
4. Ensure that tools and equipment are in good condition.
5. Use protective clothing and safety equipment and ensure that these are in good condition.
6. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the member of staff contracting them who is required to fill out an accident report form.

General Arrangements
Accidents and Near Misses
1. All accidents and near misses (to both students and staff) must be reported to the HSO at the earliest opportunity and within 24 hours of the incident.
2. It is the responsibility of the staff member in charge of a pupil/student (the Duty Staff member during breaks) to report any incident.
3. The HSO will investigate and advise as necessary.

Visitors
1. Guests who will be left unaccompanied should be informed of earthquake and fire procedures on arrival by the member of staff who is responsible for their visit. This should include alarms (what they sound like), evacuation routes and assembly areas.
2. Non-staff members and supply teachers who will take charge of students should be provided with, and have signed to say they have read the policy.
3. It is the responsibility of the staff member escorting guests to ensure they are evacuated in the event of a fire or earthquake.

Events
School Hall
When school is in session or an out of school hours event taking place, all doors must be unlocked at all times. During evening performances, entry of members of the audience should be controlled by a member of staff. Audiences should be familiarised with the exits and assembly points at the beginning of a performance. External organisations using the hall must be briefed on H&S protocols by the staff member sponsoring their use and a risk assessment carried out.

After School Activities, Clubs, Prep, etc
The teacher running the club or activity after school is responsible for the students as they would be during normal lesson time. Students who remain within the school grounds after school, but are not engaged in any official activity are the responsibility of the Principal (who may choose to delegate the responsibility) unless accompanied by a parent who will then have responsibility for them. Students are offered a wide range of extra-curricular activities. The member of staff co-ordinating the activity is responsible for producing, in consultation with the HSO, a risk assessment for any activities with a health and safety implication, and for all activities that are off site. Peripatetic teachers should be given access to this policy and are expected to adhere to it.

Out-of-Hours / Lone Working
School hours are 07:45 to 16:300 Monday to Thursday and 07:45 to 15:00 on Friday. Work outside these hours, during public holidays or days when the school is officially closed, is considered out-of-hours.

When working out-of-hours staff must sign in and out at the gatehouse stating the areas in which they will be working. Security staff will ensure that these areas are checked during their routine tour which should occur every hour. If for any reason a member of staff cannot be found during a routine tour then an extended search of the building should be carried out. If the member of staff still cannot be found then the senior security officer (SSO) will contact a member of the SMT immediately.

Transport
Personal transport
While the school has no legal framework for enforcing policy offsite, students are expected to take due care when travelling to and from school.

Students will be expected to:
1. Maintain an awareness of vehicle movements in the car park and surrounding areas.
2. Not to travel alone unless they are permitted by the school or the school has received written instructions from the parent.
3. To wear appropriate protection when riding motorbikes and bicycles, especially crash helmets, and to ensure that this is in good condition and worn correctly.
4. Not to take any unnecessary risks travelling to school during periods of civil unrest such as Bandhs.

**School transport**
The school provides transport for students travelling to and from school and for field trips and clubs. The company providing transport will provide the dates that the vehicles were last serviced by a qualified engineer and a photocopy of the driving licence for all drivers which will be recorded by the Bursar.

Staff using these vehicles should ensure that:
1. The vehicle is in working order and that they have a first aid kit and fire extinguisher.
2. If safety belts are fitted the person responsible for the students at that time should ensure they are worn.
3. If they are unhappy about the condition of a vehicle, or its operation including the quality of driving, they should report this to the HSO and SMT immediately.

**Entering and leaving the school**
The school car park and road outside can become cluttered and busy at the beginning and end of the day. A member of staff will be on duty outside the gate at these times to ensure students safely leave the area.

Students are only allowed to leave the school at other times as specified in the Key Stage handbooks. Motorised vehicles are prohibited from the site between 08.00 and 16.30.

**Portable Appliance Testing (PAT)**
A visual inspection of all electrical equipment will be carried out once a year.

**Equipment provided by the school**
Equipment provided by the school is expected to be in serviceable condition and used only for the purpose intended. Staff should be vigilant and any faulty equipment should be removed from service (or appropriately labelled), and reported to the Resource Manager.

**Risk Assessments**
1. Activities outside the school require a risk assessment for the trip which can be accessed using the Trip/Event Risk Assessment Form.
2. All activities within the school of a potentially hazardous nature should be risk assessed.
3. The HSO will provide assistance completing risk assessments as required.

**Site Inspections**
The H&S team will carry out a full H&S inspection of the school termly at the end of term 4 producing a report for SMT consideration.

**Reporting**
The reporting of any H&S issue should be done on the Risk Assessment system. Minor maintenance issues should be reported to the receptionist on either site who can then arrange for a member of the ground staff to investigate and remedy.

**Medical provision**
Any incident involving injury to a student or member of staff must be referred to the school nurse. Most injuries will be minor and can be attended to by the school nurse. She will be responsible for reporting medical treatment to the SMT and other relevant staff. All members of staff will periodically be provided with first aid training by a recognised organisation leading to a recognised certification. Staff will receive refresher courses as required to maintain the certification.
Injury Occurring on the School Premises

In the event of a major injury then the following procedure should be followed:

1. Ensure that the area is safe and that no additional injuries are likely to occur.
2. If back or head injuries are suspected do not attempt to move the injured person without medical advice.
3. Call for the Nurse. Anyone sent to find the Nurse should be told to report back immediately whether they find her or not.
4. The Nurse will report the nature of the injury and medical action to be taken to a senior member of staff.
5. If the Nurse is not available the Principal should be notified immediately.
6. If the child requires further medical treatment then a member of SMT should be informed.
7. It is the responsibility of the Heads of Key Stage to ensure that the parents are notified, and arrangements made to take the student to hospital if required.
8. If the injury is serious then parents are expected to attend and should be reminded that domestic staff should not be sent.
9. If parents are not available other emergency numbers given on the registration forms should be contacted. Copies of registration forms are filed in the Receptions of both the Primary and Secondary Sections and with the School Nurse. If parents cannot be contacted this should be communicated to a member of SMT immediately.
10. The Principal or delegated staff member may have to act in loco parentis and decide, with medical consultation, what is best for the child in the case of severe injury. Attempts should continue to try and locate parents.
11. A senior member of staff should accompany the injured person to hospital. The Nurse may also be required to go with the patient.

All incidents involving head injury must be reported to parents irrespective of the student's condition.

Injury Occurring Off Site

If an injury should occur while off site then the following procedures should be followed:

1. The Senior First Aider should immediately take control of the scene.
2. Other staff should organise the remaining students to ensure they are safe and occupied. In the case of a serious incident it may be necessary cancel the trip and return to the school.
3. Ensure that the area is safe and that no additional injuries are likely to occur.
4. If back or head injuries are suspected do not attempt to move the injured person without medical advice.
5. Apply first aid if appropriate.
6. If the child requires further medical treatment then the Senior First Aider should arrange transport to hospital and inform SMT immediately. All incidents involving head injuries must be referred to a hospital irrespective of the student’s condition.
7. It is the responsibility of SMT to ensure the parents are contacted, medical assistance has been provided and that arrangements for the supervision and return of the other students are made.

Points 9 to 11 above also apply.

Medical Conditions

Parents and staff are required to inform the school of any medical conditions which may affect the student or staff member whilst at school. The Nurse will circulate information on students with
medical conditions that staff need to be aware of at the beginning of each term and in advance of any new student arriving at the school.

Medication and Illness
Students and staff who are on medication or have any illness or condition which may need treatment whilst at school are required to inform the Nurse who will inform the relevant staff. If medication may be required then a supply, with instructions, should be provided by the parents for the Nurse to store in case of emergency. The Nurse will be responsible for ensuring that medicines are within date and replaced when necessary. Where medication is required by students on school trips this should be brought to the attention of the Nurse by the trip organiser to ensure that adequate arrangements have been made.

Transmissible diseases
The school's emergency response plan contains details of all actions in the event of disease outbreak at the school.

Head Lice
Head lice are a common but harmless problem and actions to be taken in the event of an outbreak are:

1. Ask the Nurse to check and the child should be sent home with an accompanying letter. If the Nurse is not on site, then the teacher should inform the Head of Key Stage.
2. All parents of children in the class will be sent a letter informing them of a case of head lice and asking them to be vigilant.
3. The Nurse will be asked to re-check all children in the class for a given period.
4. Children will not be permitted to return to school until deemed clear by the Nurse.
5. Teachers should talk sensitively about head lice and ensure the children that anyone can get them.
6. There is a sheet available for parents about head lice and their life cycle. This can be obtained from the School Nurse.

Science Safety
The Secondary Science Department is responsible for the chemicals and equipment used. Anyone using equipment has the responsibility to ensure that they know how to handle the chemicals or apparatus safely, what to do in the case of an accident and to ensure that students are also aware of this information. Each laboratory has a spillage kit and any member of staff using a potentially hazardous chemical should familiarise themselves with the clean up procedures which are on the walls of each laboratory before the lesson starts.

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