



**British International School
of Timișoara**

We Provide the Foundation on Which Our Children Can Flourish

School Policies

Health and Safety policy

Approved by:	Head of School	Date: April 2019
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Health and Safety policy

General

The British International School of Timisoara (BIST) is a coeducational private school following a British based curriculum and accepting children aged between 4 and 16. The school will grow gradually, and we will start admitting children also at Key Stage 5 in the academic year 2022 – 2023.

The British International School of Timisoara will offer its students an international experience through a British-based curriculum adhering to the guidelines of the Department for Education in England, Council of British International School and assessed by Cambridge Assessment International Education. Our qualified, internationally experienced and dynamic educators will teach all subjects in English, with the exception of the lessons of Romanian, which are taught by qualified and engaging local teachers.

Our Vision

*We provide the Foundation on which our Children can Flourish
Inspiring our students to Learn and Live with Purpose*

Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

Our Core Values

*We Think, We Explore and We Learn
We Listen, We Respect and We Care
We Speak Up, We Participate and We Strive*

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

Introduction

Health and Safety at BIST is our top priority and we will do everything that we possibly can to ensure the physical and emotional safety and wellbeing of our children. Our school will provide an environment that actively promotes healthy lifestyles and provides adequate control of health and safety risks arising out of the school's activities.

Overview

As a school we are committed to:

- Providing a safe and healthy working and learning environment on and off site;
- Preventing accidents and work-related ill health;
- Providing safe premises (including access and egress), plant and equipment;
- Maintaining safe systems of work among staff (including teaching and non-teaching staff) and pupils;
- Assessing and controlling risks from curriculum and non-curriculum work activities;
- Providing a safe means of use, handling, storage and transportation of articles and substances;
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the school;
- Providing adequate information, instruction, training and supervision to staff and pupils;
- Consulting with staff, pupils and their representatives on health and safety matters;

*BIST is committed to child protection and safeguarding and promoting the wellbeing of all students.
We expect staff, parents, volunteers, visitors and the students to share this commitment.*

Health and Safety policy

- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement;
- Ensuring adequate welfare facilities exist throughout the school;
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Further, BIST will contribute to wider aspects of pupils' health and wellbeing during their school years, and to their capacity to manage these aspects beyond school.

Health and Safety committee

The Health and Safety is the responsibility of all staff members. However, the school's Health and Safety Committee (comprised of the Head of School, Head of Primary School, Head of Secondary School and the Facilities Manager who will take the role of Health and Safety Monitor) will actively monitor health and safety conditions at the school and should ensure that any deficiencies or anomalies are rapidly resolved. The Health and Safety Committee responsibilities include the provision of:

- effective organisation within the school to implement the policy;
- full and effective consultation with stakeholders on matters affecting their health and safety;
- effective communication throughout the school on health and safety matters;
- access to competent specialist advice on health and safety matters when this is not available in the school;
- sufficient information, instruction and training for staff and pupils about health and safety;
- adequate related training and development for staff;
- the effective management of contractors;
- the effective monitoring and review of the implementation of the Health and Safety Policy and health and safety performance.

This policy details the school's commitment to **health** and **safety** in the following areas:

Health

Curriculum inclusions

BIST curriculum will contain defined areas that promote the health, safety and broader wellbeing of pupils, including the following:

Physical Education

The Physical Education curriculum will inspire all pupils to succeed and excel in competitive sport and other physically demanding activities. Through structured physical activity, the physical education curriculum should provide opportunities for pupils to become physically confident in a way that supports their health and fitness.

Personal, social, health and economic education (PSHEE)

PSHEE will promote pupils' personal, social and health development, providing them with the knowledge, skills and understanding that they need to:

- stay healthy and safe;
- develop worthwhile relationships;
- respect differences;
- develop independence and responsibility;
- make the most of their own abilities and those of others.

PSHE is closely linked with Spiritual Moral Social Cultural (SMSC) provision.

BIST is committed to child protection and safeguarding and promoting the wellbeing of all students. We expect staff, parents, volunteers, visitors and the students to share this commitment.

Health and Safety policy

Spiritual Moral Social Cultural (SMSC)

The ethos of BIST is such that all people who come into the school, whether staff, learner, parent or visitor, are valued as individuals in their own right. They should set, and be entitled to expect from others, good standards of behaviour, marked by respect and responsibility. The school will help pupils to develop an inner discipline and will encourage pupils to not just 'follow the crowd' - they will make up their own minds and be ready to accept responsibility for what they do. They will want to be honest with themselves and with others. They will develop a strong sense of their self-worth.

The school will provide four related areas of pupil development, defined as:

- spiritual development: relates to an awareness of mystery and a process of reflection, through which learners acquire insights into their own personal being and their place in the world;
- moral development: refers to a learner's understanding, attitude and behaviour with reference to what is right and what is wrong;
- social development: refers to a learner's progressive acquisition of the competencies and qualities needed to play a full part in society;
- cultural development: refers to a learner's developing understanding of beliefs, values and customs in social, ethnic and national groups different to their own.

Each area is accounted for through provision detailed in the SMSC Policy.

Healthy lifestyles / Exercise

BIST subscribes to the research backed view that physical activity benefits pupils' physical and mental health, their social skills, their academic performance and their classroom behaviour. The school will ensure that physical activity is available to pupils through:

- outdoor play as part of the EYFS curriculum;
- physical education as a curriculum inclusion until the end of school cycle;
- the provision of Extra Curricular Activities that promote physical activity;
- curriculum enrichment programmes involving physical activity such as the Duke of Edinburgh's International Award;
- involvement in local sporting leagues and competitions;
- school based sporting house competitions and the annual sports days;
- break times during which playground provision is made for active play;
- the provision of shaded and open playground facilities;
- the provision of specialised indoor and outdoor facilities for exercise and in support of the Physical Education curriculum.

Additionally, BIST will:

- provide clear leadership and management to develop and monitor its physical activity policy;
- consult with pupils about the physical activity barriers offered to them, identify barriers to participation and seek to remove them;
- ensure that there is appropriate training for those involved in providing physical activity;
- encourage staff to take part in physical activity;

Clothing

BIST is committed to child protection and safeguarding and promoting the wellbeing of all students. We expect staff, parents, volunteers, visitors and the students to share this commitment.

Health and Safety policy

Children should wear appropriate clothing to school. There is a school uniform which all students are expected to wear (*see Uniform Policy*).

Children should also have suitable clothing for outdoors at playtimes – in winter they should have warm clothing and in summer it is advisable they have a cap. Students should not wear excessive jewellery to school.

Inclement weather

The school will make provision for break times during the following weather conditions:

- the temperature in the sun reaches 37°C;
- the temperature in the shade reaches 37°C;
- the temperature drops below -5°C;
- strong storms;
- heavy rain.

Special provision will be made for Physical Education classes during the same range of conditions.

Healthy eating and hydration

BIST is committed to developing pupils' confidence and understanding in making healthy food choices. The school will promote healthy eating by:

- ensuring all local legislation related to healthy eating in school is followed;
- providing health and varied food and snack options through our lunch, snack and fresh corner available in the school;
- consulting pupils about food options through the student council and acting on their feedback within the parameters of the whole-school food policy;
- ensuring that healthy food and drink options are available through the school canteen and promoting their inclusion in food brought from home;
- monitoring pupils' food choices;
- providing attractive and welcoming food eating environments for pupils and staff;
- ensuring that pupils have opportunities to learn about different foods in the context of a balanced diet.

School Lunch

Lunch (hot or cold) is eaten in the lunchroom. Snacks can be taken outside on the playground during breaks. Lunch should take 20 minutes and it is expected that the students will help maintain order and cleanliness in the lunchrooms and on the school playground. The remainder of the lunch break will take place outside on the main campus, if the weather permits, or in the classrooms at the discretion of the supervisor.

Hydration

In order to ensure proper hydration BIST will promote the drinking of water throughout the day, especially after physical activity and during hot weather. The school will:

- provide water fountains both inside and outside the school building;
- permit access to water throughout the day;
- remind younger children to drink water, recognising that young children are less heat tolerant and more susceptible to dehydration, especially when being physically active and in hot climates.

Emotional health and wellbeing

BIST is committed to child protection and safeguarding and promoting the wellbeing of all students. We expect staff, parents, volunteers, visitors and the students to share this commitment.

Health and Safety policy

BIST believes that it should promote pupils' positive emotional health and wellbeing by helping them to understand and express their feelings, build their confidence and develop their emotional resilience. Towards this end the school will:

- employ a trained professional as a School Counsellor who provides support to pupils, families and staff;
- provide clear leadership to create and manage a positive environment that enhances emotional health and wellbeing, including the management of the school's behaviour and anti-bullying procedures;
- identify vulnerable individuals and groups and establish strategies to support them and their families;
- have clear, planned curriculum opportunities for pupils to understand and explore feelings using appropriated learning and teaching strategies;
- have a pastoral support system in place for pupils and staff to access advice, especially at times of bereavement and other major life crises;
- have explicit values underpinning positive emotional health that are reflected in practice and work to combat stigma and discrimination;
- provide opportunities for pupils to participate in school activities and responsibilities to build their confidence and self-esteem;
- provide appropriate professional development for those in a pastoral role.

Safety

Medical Provision *(see our Medical Policy for details)*

BIST is committed to providing a high standard of healthcare to all pupils and staff members. The school will provide a nurse who is available throughout the school day for First Aid and on the spot emergency care. The general duties of the Nurse will be to:

- run daily morning basic medical check on the Reception children;
- provide First Aid and emergency attention;
- care for pupils who are sick or injured until collected from school by a parent or guardian;
- check and restock the first aid boxes located throughout the school on a monthly basis;
- administer medications in emergencies.

If medication is requested by the pupil the school Nurse will follow a strict protocol that calls for signed / verbal permission from the parent or guardian (telephone permission is acceptable).

If a pupil requires their own prescribed medication in school for any reason, they must label it clearly and keep it in the Nurse's room. The parent must complete and sign a 'receipt of medication' form available from the Nurse.

Allergies

Medical information about children is collected and high attention is given to possible allergies. Staff members, office staff and ladies in the canteen will be made aware of children with special conditions. Also a system will be in place to ensure there are restrictions in place (through the cashless system that will be implemented) for students who have certain allergies, so they would not be able to buy from the shop in the school snacks or drinks containing something they are allergic to.

Keeping pupils at home / sending pupils home for medical reasons

Health and Safety policy

In the interest of the health of all members of the school community, including individual pupils themselves, BIST requires that pupils be kept at home if they display the following symptoms:

- Fever: above 37.5 (high);
- Vomiting: must not return to school for 48 hours after the last episode of vomiting to prevent cross infection;
- Diarrhea: must not return to school for 48 hours after the last episode of Diarrhea to prevent cross infection;
- Conjunctivitis: pupils can return after 48 hours of starting treatment;
- Severe headache along with sensitivity to light;
- Unknown rashes.

If parents believe that their child is not well enough to attend the school, then they should keep him / her at home until s/he is well enough to return.

In an event of a pupil feeling unwell during school, the school Nurse will assess and, in some cases, send pupils home. Pupils with the symptoms listed above, or for other reasons at the Nurses' discretion, will be sent home as a matter of policy.

Emergency Procedures for injuries or serious illness

In the event of a child being injured it is the responsibility of the staff member who witnessed the accident or is closest, to ensure the student/s are taken to the first aid room to receive first aid attention as needed, or if necessary to provide First Aid or to find a staff member able to provide First Aid, depending on the situation:

- If the incident happens on campus and the child can be safely moved, he/she should be accompanied to the school medical room to receive MFA there by an office staff member;
- If the incident happened off campus or the child cannot be moved safely, MFA should be administered on the spot as required by a qualified staff member: There are designated staff responsible for First Aid in both schools and in the office. There is a First Aid Box in the office and one located on each level in the main school buildings which contain gloves as well as other basic equipment. (*See First Aid Policy and Floor Plans in rooms*)
- If necessary, the school nurse/doctor can be called as a matter of emergency;
- A call will be made at the emergency number (112) in case of a serious injury.

Bodily fluids are dealt with by the teacher or assistant in the case of looking after the child (injuries should be cleaned but not treated), while the school cleaners are responsible for any contaminated surfaces – in both cases gloves should be worn and any surfaces should be cleaned with bleach.

There is an electronic accident/incident record book for both pupils and staff. This will be used by the relevant Head of School, as soon as the accident/incident has been recorded on the Incident/Accident Form by the member of staff involved in giving First Aid or helping the child.

The Nurse will follow an emergency procedure which includes the responsibility for:

- carrying out a medical assessment;
- providing medical care;
- calling an ambulance if necessary and giving a full medical hand over to the ambulance team;
- liaising with the School Leadership Team (SLT), parents or guardians;
- completing an incident report.

Ongoing conditions

BIST is committed to child protection and safeguarding and promoting the wellbeing of all students. We expect staff, parents, volunteers, visitors and the students to share this commitment.

Health and Safety policy

BIST will provide a supportive network for pupils with ongoing medical conditions. In cases of pupils with chronic illnesses such as diabetes and asthma the school nurse will discuss the medical needs with the parents and develop an individual care plan.

Health screening of pupils

The school will run the annual medical checks as required by the local legislation for children in schools.

Caring for a member of staff

BIST makes it a priority to care for its entire staff. Staff can report any medical concerns to the school Nurse. Advice will be provided and referrals can be made if necessary. All staff medical records will be Private and Confidential. However, if the Nurse has a serious health concern about a member of staff (i.e. the issue is likely to negatively affect the staff member's ability to fulfil their professional duties) then those concerns should be reported to the Head of School.

Smoking

Smoking is not permitted anywhere on the BIST site. In recognition of the dangers of smoking and so as not to encourage its uptake by pupils, BIST staff are not to smoke where they can be viewed from the school.

Safeguarding of pupils (*see the Safeguarding and Child Protection policy for details*)

BIST believes that it is always unacceptable for a child or young person to experience abuse of any kind. The school recognises its responsibility to safeguard the welfare of all children and young people and will commit to a practice that protects them as detailed in the Child Protection Policy. BIST recognises that:

- the welfare of the child / young person is paramount;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The school will ensure that it safeguards children and young people by:

- valuing them, listening to and respecting them;
- committing to child protection and adopting child protection procedures;
- ensuring that all necessary background checks are made when recruiting staff;
- sharing information about child protection and good practice with children, parents, staff and volunteers;
- providing effective management for staff and volunteers through supervision, support and training;
- appointing DSL and Deputy DSL; ensuring all members of staff are fully aware of the Safeguarding procedures and they fulfil their role with care, responsibility and professionalism.

Wearing of IDs by adults

All adult members of the school community should wear school issued ID cards on a lanyard to access school premises. All visitors should be announced, should sign in at the school's reception area, show their ID card and will be given a visitor's pass. All members of the school community should challenge those people who are not wearing an identity or visitor's pass.

Student Supervision on site

BIST is committed to child protection and safeguarding and promoting the wellbeing of all students. We expect staff, parents, volunteers, visitors and the students to share this commitment.

Health and Safety policy

Students are permitted to be on the school site from 8.00am and should leave the campus at 4.00pm unless they are involved in an afterschool activity and are supervised by a member a staff.

A member of staff will be on duty every morning between 8.00 – 8.15 am.

There will a Secondary School teacher and a Primary School teacher on duty between 8.15 – 8.30am every morning and 4.00 – 4.15pm every afternoon.

All break times are supervised by teachers in both schools. At all break times students are expected to stay outside except when a bad weather break is called (see Playground and Lunch Duty Policy).

Teaching and support staff are expected to be in school at 8:15 each morning and have a duty of care to ensure student safety during school hours.

Movement around Campus

On entering the school children are expected to hang up their coats on the pegs provided in their classrooms and place their bags in their lockers. The corridor should be left looking neat and tidy (while children are expected to leave the corridor tidy it is the teachers' responsibility to ensure they do so). Lunchboxes, bags and PE kit should be stored in the classroom in the places provided and should also be left in a tidy and responsible way.

Children are expected to move around the school in orderly fashion. There should be no running or pushing. When moving as a class, children should move in single file. When using the staircases, we should all keep to the right-hand side and it is expected that all users of the building will respond courteously to others when passing through doors.

It is expected that children will be permitted to move around the building on their own in order to carry out errands for the teacher – this will encourage a sense of responsibility in the children.

Pupils leaving the school during the school day

Pupils needing to leave school before the end of the school day (e.g. for a medical appointment) should have the written permission of their parent or guardian explaining the reason for absence. All pupils will be signed out of school at the time of leaving by their parent / guardian.

Secondary School pupils who are required to leave the school premises before the end of the school day should have written permission from the parent or guardian. The relevant member of staff will determine whether the reason is valid. All pupils must complete the sign out sheet and present it to reception and the main gate before being permitted to leave with the verified collecting adult.

End of day arrangements

The school will have a record of all students who are using school transport, being picked up by the parents or in case of Secondary School students, have the written permission from their parents to leave school by themselves. The school day ends at 16.00 and students leaving at the end of the school day (not staying for the afterschool programme 16.15 – 18.00) will:

- Students using school busses will be escorted to the relevant school bus;
- Primary School pupils will be released into the supervision of a parent, an identified driver or carer or an older sibling;
- Secondary School pupils will be dismissed from class and leave the school premises. Once a student leaves the school premises they will not be allowed to return to school;
- Pupils (Primary or Secondary) whose parents are late to pick up their children will be placed into supervision until collected. The parents of these pupils will be contacted to ensure safe collection.

Health and Safety policy

Students taking the option of the afterschool programme will be supervised for 15 minutes at the end of the day and will then attend the afterschool programme as chosen. The departure procedure will be similar with the one above at the end of the activity. School supervision will be in place during the afterschool programme and at the end of the day.

Emergency situations *(See Fire Safety and Earthquake safety procedures)*

BIST believes that clear, rehearsed procedures for emergency situations will reduce the risk of injury to all personnel on site. Procedures for emergency evacuation and lockdown of the school premises will be regularly updated and distributed to all members of staff. Drills will be carried out each half term.

A defined procedure will be followed for the unforeseen closure of the school, for instance in the event of a heavy snow or strong storms.

The procedure covers the need to:

- inform the school community that the school will not open on a given day;
- send pupils and staff home and close the school.

The Head of School makes the final decision to close the school in such circumstances and considers instructions and guidance provided by the local authorities.

Fire prevention

The school will abide by conditions stipulated by local legislation in this area. Arrangements will be made to monitor the condition of all fire prevention equipment on a monthly basis. The School will have a fire safety plan and evacuation diagrams up to date at all times.

Site safety

Inspection and certification based on local legislation is a requirement for any school operating in Romania. BIST will cooperate with local authorities' inspections and ensures that it meets requirements.

The School Board and the Facilities Manager will be effective in ensuring that school premises and equipment remain in a safe condition. They will liaise with the Health and Safety Committee in this respect.

Safety of pupils off-site

BIST extends its responsibility for the health and safety of pupils to school activities off-site. BIST extends learning outside the classroom with local and international trips and visits, as described in the Trips and Visits Policy. Additional precautions are taken when taking pupils off-site as the safety of pupils is paramount to the school.

The Trips and Visits Procedure details the:

- necessity to complete a thorough risk assessment;
- checks to be made about the reputation, safeguarding and safety standards of providers;
- ratio of adults to learners;
- the supervision of pupils;
- transport safety;
- communication between the trip leaders, the school and parents;
- emergency contingencies;
- First Aid provision.

Working at height

Health and Safety policy

The relevant Head of School is responsible for the purchase and maintenance of all ladders in their school. All ladders conform to BS/EN standards as appropriate. The Head of School is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If you need to hang decorations or displays then a step stool or small step ladder must be used.

Standing on desks, chairs or other furniture is not permitted. Do not work at height when you are alone. If you are planning to use a step ladder ask a colleague to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need. Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Manual handling and lifting

The relevant Head of School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask a colleague for assistance. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Head of School of the relevant school and security of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

Hire of school facilities

BIST requires all hirers of school facilities (providers of afterschool activities) to adhere to health and safety requirements. Additionally, the Facility Manager will ensure that:

- all entrances and exits are safe for the use of hirers and that all equipment made available to and used by the hirers is safe;
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building;
- a site induction is held with hirers to ensure that they are aware of emergency procedures, fire alarms and assembly points;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;
- risk assessments are carried out by hirers;
- safeguarding procedures are carried out by hirers whose activity involves young people.

Safety online (*see E-Safety policy*)

Technology will be an important part of our provision in the school but online safety will be a priority and the balanced use of tablets and screens during the school day will be closely monitored by the SLT.

Roles and responsibilities

Board of Directors – will ensure all local authorisations are achieved in the area of Health and Safety so the school can function legally and provide a safe environment for children and staff members.

Health and Safety policy

Head of School - is responsible for implementing this policy within the school. In particular he is to ensure that the Health and Safety Committee is effective in:

- monitoring the effectiveness of the safety policy and the safe working practices described within it, revising and amending related procedures as necessary, on a regular basis;
- preparing an emergency evacuation procedure and arranging for periodic practice evacuation drills;
- making arrangements to draw the attention of all staff employed at the school to school safety policies and procedures;
- making arrangements for informing members of the school community about relevant safety procedures.

Facility manager - has overarching responsibility for the physical school site and for support staff. He is to:

- play an active role in the Health and Safety Committee;
- ensure that regular health and safety inspections are undertaken;
- act to make good any defect in the state of repair of the buildings / site that is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- monitor, within the limits of his / her expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- inform the Head of School (relevant Head of School) of any repair that needs to take place and check the school campus and building on regular basis to ensure all possible Health and Safety issues are dealt with ASAP;
- keep a record of all repairs or actions to take place.

Members of the Leadership/management team - are to:

- ensure that the day-to-day requirements regarding health and safety are met within their areas of concern;
- make certain that the associated risks are assessed / any precautions deemed necessary are implemented when any new process, operation or substance is introduced into the area of their responsibility;
- ensure that any equipment, tools or protective clothing used in their area are appropriate to that use and meet accepted safety standards;
- provide written warning notices and signs as appropriate;
- evaluate promptly and, where appropriate, take action on criticism or weaknesses in health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements within their area.

Academic staff - are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over those for whom they are responsible;
- be aware of and implement safe working practices, setting a good example personally;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- report accidents following the correct procedure.

When any member of the academic staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to their line manager.

Health and Safety policy

All employees - have a responsibility to:

- 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;
- co-operate with school leadership and managements in meeting statutory, accreditation body or school health and safety requirements;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety procedures and safe working practices; when in doubt they must seek immediate clarification from their line manager;
- ensure that tools and equipment are in good condition and report any defects to the Head of School and Facility Manager;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported.

All relevant health and safety matters must be drawn to their attention of newly appointed employees as part of their induction.

Students - are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene and use protective clothing and equipment as required;
- observe all the safety rules of the school and in particular the instructions of staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

The Head of School will ensure that Form Tutors and Class teachers will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and school print / digital publications.

Parents - should be aware of and fulfil their responsibilities as outlined in this policy. They should seek clarification if they are unsure.

Volunteers - will be expected, as far as reasonably possible, to meet the same standards required of employees.

Visitors - and other users of the premises (e.g. contractors and delivery personnel) are expected, as far as reasonably possible, to observe the safety rules of the school.

Annual Review

This policy is subject to an annual review