



# **POLICY FOR HEALTH AND SAFETY**

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## **OBJECTIVE**

Bright Riders School ensures to provide a safe and healthy environment in the school with safe working procedures among staff and pupils and ensures the absence of risk to health in connection with the use, storage and transport of articles and substances.

### **We aim to:**

1. Formulate effective procedures for use in case of accidents, fire and for evacuating the school premises
2. Inform, instruct and supervise all employees and pupils about safety procedures and practices

## **RESPONSIBILITIES**

### **Senior Management Team**

1. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place. Results of these to be recorded and communicated to all concerned.
2. Make arrangements to draw the attention of all staff and pupils to the school and departmental safety policies and procedures
3. Ensure that regular safety inspections are undertaken. (The Health & Safety team along with facilities manager will inspect all school premises and property regularly.)
4. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
5. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
6. Monitor the effectiveness of the safety policy and revise and amend it, as necessary, on a regular basis.

### **School Staff:**

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

1. Exercise effective supervision over everyone they are responsible for, especially pupils.
2. Be aware of and implement safe working practices and set a good example personally. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap.
3. Ensure that any equipment or tools used are appropriate to that specific use meet accepted safety standards.
4. 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 a member of the Management.

### **Students**

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and hygiene.
3. Observe all the safety rules of the school and the instructions of the staff in the event of an emergency.
4. Use and not willfully misuse, neglect or interfere with things provided for safety purposes.

***BRS will make pupils (and where appropriate parents) aware of these responsibilities through direct instruction and notices.***

## **SCHOOL CLINIC & FIRST AID**

Two full time permanent nurses, attendants and nannies are present on campus through the school day. The clinic is equipped with essential equipment, manpower, medication and ancillary facilities to deal with emergencies.

### **Responsibilities of the nurses**

1. To take charge when someone is injured or ill, including calling an ambulance if required.
2. Look after the first aid equipment, e.g. restocking the first aid box
3. Arrangements are made for outdoor first aid when sports are played.
4. Medical records of every student are filed and updated by the clinic staff when necessary.

### **First Aid and Accident Reporting Procedures**

1. Depending on the location of the accident/ mishap, the individual is taken to the clinic and the concerned Supervisor, Head of section, Vice Principal, Principal are notified.
2. The patient is administered first aid and the doctor makes an assessment of the nature of the injury.
3. Parents are informed of the nature of the injury by the doctor and are assured that appropriate medical procedures are being followed.
4. If necessary the ambulance is called for and the patient is shifted to NMC Hospital or similar.
5. An investigation is carried out to ensure that the cause of the accident/ mishap is identified and neutralized to ensure it does not happen again.
6. A report of the accident is made by the Nurse /Doctor.

## **FIRE PRECAUTIONS**

### **1. Fire Prevention Equipment is placed at strategic locations across the school.**

2. Arrangements are made to regularly monitor the condition of all fire prevention equipment.
3. The corridors and staircases form the escape route and must be kept clear of obstructions.
4. Fire drills are held (at least once a term) to keep students and staff aware of escape routes and procedures.
5. Exit routes are marked.
6. Evacuation plans are displayed.

## Action in the Event of a Fire

An automatic fire alarm system has been installed through the premises an alarm is sounded whenever there is detection of a possible fire. However, in the event that the system does not detect a fire and it is noticed by a member of staff or a pupil, they should immediately raise the alarm by breaking the glass of the nearest manual fire alarm call point.

- ✦ Before the evacuation is carried out, an alarm will be sounded followed by an announcement on the PA system.
- ✦ If the announcement states the need to evacuate, the students need to leave the classroom in a single file in a calm and orderly manner. **Students are not to run and panic!**
- ✦ Children must move in single file and not aim at overtaking others.
- ✦ An up-to-date class list must always be in the Class folder. The teacher present in the class will **take the class folder** and lead the children out.
- ✦ Students must not carry personal belongings (bags/books) with them.
- ✦ Teachers to ensure that the children move briskly and line up quickly without wasting any time.
- ✦ Security, designated staff and fire wardens' staff will make a complete check of the premises to ensure no one is left behind.

Fire

- ✦ **At the Assembly points: sports field/ island area/ bus bay**
- ✦ All children must line up grade and section wise with the subject teacher standing in front.
- ✦ ***Roll Call must take place immediately after assembling at the assembly point.***
- ✦ ***Any missing person must be reported by the class teacher to Head of Section, the Supervisor, Vice Principal and Principal.***

- ✦ All Teachers and staff must ensure that there is calm and silence at the assembly points to ensure that any instructions given will be heard by all present.

### **ELECTRICAL SAFETY**

- ✦ Only electrical equipment that is properly installed and maintained should be used in the School.
- ✦ All portable appliances will be regularly inspected and, where necessary, subjected to tests.
- ✦ All members of the School should routinely check that their electrical appliances are not damaged.
- ✦ Any item that becomes faulty should be taken out of service and either discarded or sent to a member of the technical staff.
- ✦ Equipment and furniture should be installed so as to avoid the need for loose ends to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping

### **NO SMOKING POLICY**

Smoking is strictly prohibited within the school premises.

### **SCHOOL VISITORS**

1. All visitors including parents will drive into school **only from gate number 6** and will not be permitted to enter the premises without adhering to the following security procedure:

- ✦ They will make an entry at the Reception Desk and record their intention of visit.
- ✦ They will be handed a visitor's card bearing a number and will be directed to the person to be met
- ✦ Parents who need to enter the premises to pay fees or meet with teachers/supervisors will follow the same procedure. Parents must have the prior approval of the Supervisor before meeting teachers.
- ✦ Students who arrive early in the mornings, will be supervised in the Lounge Area in the School Lobby.
- ✦ No parent/escort/maid/nanny will be permitted to drop their children to their classes. The same procedure will be followed after school.
- ✦ Parents intending to pick up their wards before the end of the day must obtain the Exit Slip from the Supervisor.

## **Arrival and dispersal**

- ✦ During the arrival and dispersal of children, designated members of management and staff are in the bus bay ensuring that children are kept safe.
- ✦ Students are issued with ID cards giving all relevant information regarding bus number/ OT/ contact details.
- ✦ Suitable and sufficient Risk Assessments will be carried out to establish the correct levels of supervision necessary to fulfil this statutory requirement.

## **Break Time**

- ✦ During this time, teachers are on duty in the corridors etc. to ensure the safety of children.
- ✦ The Prefectorial body assists the teachers during recess and dispersal time. In the event of extreme weather conditions, the Principal issues instructions to all staff and students to stay indoors.
- ✦ Support staff is posted at various points to ensure safety and cleanliness.
- ✦ **Pupils are expected, at all times to comply with the standards of behaviour outlined in the school's Behaviour Policy.**

## **SECURITY CAMERAS**

For the safety and security of all staff and students on campus, security cameras are installed at strategic points of entry/exit.

## **SCHOOL CANTEEN**

The school canteen is run by certified and authorized agency. The facility manager and Management of BRS are responsible for ensuring that the children are given healthy and hygienic food:

1. Food served is checked to see that it is fresh.
2. Serving equipment, plates and cutlery are kept clean and sanitized.
3. Those serving food are briefed about hygiene and handling the food.

## **VIOLENCE AGAINST STAFF**





BRS does not tolerate violent, abusive or threatening behavior, whether physical, verbal or otherwise towards any employee from any source. Violence, or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to staff who report any such incident, actual or perceived whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated, and the necessary disciplinary action taken. Procedures are in place to record any such incident:

1. Following due consultation with any employees affected, persons making threats or verbally abusing staff may be sent a formal letter of warning indicating that legal action may be taken should the behavior continue.
2. In cases of actual physical abuse or property damage, the matter will be referred to the local police for investigation and action.
3. Teaching staff and others who may be placed in precarious situations, will be offered advice and training in pupil management, and guidelines for dealing with fighting and abusive behavior.

## **TRANSPORT ON CAMPUS**

The following vehicles are found on campus through the day:

-  Vans/Buses
-  Staff cars
-  Visitors' vehicles
-  Deliver/collection vehicles

***All the above will be subject to the following guidelines:***

1. Visiting drivers (as appropriate) will report to the Security Office to 'sign-in' and must have necessary identification.
2. The speed limit within the school grounds is 5-8 kmph.
3. All vehicles will be driven in a safe manner taking into account the nature of the pedestrian population.
4. All vehicles are restricted to the bus bay area. If there is need for any further movement within the campus it is strictly monitored by security personnel.



## **FIELD TRIPS**

An increasing number of pupils are likely to participate in visits and outdoor or adventurous activities off the school premises like school field trips, educational excursions, camps etc.

Staff are to make a check of the following before detailed planning takes place:

- ✚ Does the organisation responsible for the management of the center being visited and/or the activity have an up to date Safety Policy?
- ✚ Who is the person appointed as a competent person to assist the organisation in matters associated with health & safety?
- ✚ Has the organisation responsible for the management of the center being visited, (and/or the activity) completed appropriate and sufficient risk assessment of all the activities in which pupils may be involved? This will include residential and social activities as well as those activities providing the focus of the visit or activity.
- ✚ Have safe systems of work been established and are copies of these available on request?
- ✚ These will include, not only, safe procedures for the activities, but also maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.
- ✚ Has the organisation responsible for the management of the centre being visited (and/or the activity) produced an emergency plan?
- ✚ Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so?
- ✚ Escort staff/student ratio.
- ✚ First aid kits.

For some activities it will be expected that certain staff have received appropriate training and hold formal qualifications. These will be checked and verified before any visit takes place.

All relevant documentation for a trip or visit must be submitted and approved before authorisation is given. Authorisation will be given by the Principal.