



HARROW
INTERNATIONAL
SCHOOL
哈罗国际学校
SHANGHAI 上海

HEALTH & SAFETY POLICY (HS42)

APPLIES TO:	All Staff, Students, External Service Providers & Other Stakeholders
AISL RESPONSIBILITY:	Group Director of Operations
SCHOOL AUTHOR(S):	Principal Deputy Head and Director of Operations
LAST UPDATED:	1 st August 2023
REVISIONS: (Reviewer to enter initials and date)	AHU - 22 nd July 2022 EWU - 28 th July 2023 CLC - 30 th July 2023 TRO – 24 Jan 2024

Educational Excellence *for* Life and Leadership
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1. PURPOSE OF THIS GUIDE

- 1.1 This policy places duties in respect of health and safety on employees, students and on each person who has, to any extent, control of the School premises.

The management of health and safety extends these duties in various respects.

- The School Management including Owners and Governors, (herein after referred to as “**The School**”) has the ultimate responsibility to take all reasonably practicable measures within their power to ensure that the premises are safe and risks to health and safety of the staff, students, contractors and members of the public are minimised. In practice, the Head Master will ensure the Health and Safety Committees that the appropriate measures are carried out.
- The Health & Safety Chairperson will co-ordinate health and safety policy and practice in the School as a whole and the Senior Leadership Team, Heads of Department (including HMMs), Year Leaders and Support Staff Managers, will in turn be responsible for the health and safety of their respective departments.
- All staff should take reasonable care of their own health and safety and that of others who may be affected by their legal acts or omissions, and must co-operate with their employers on health and safety matters. This Policy Document gives details of the specific responsibilities of all members of staff.
- Any shortcomings, omissions or errors are to be reported to the Head Master, Principal Deputy Head and Head of Operations.

2. GENERAL RULES

- 2.1 Good housekeeping is an important part of any safety policy and everyone - staff and students, must take an active role in complying with the appropriate safety measures and contribute to the general tidiness and general efficiency of the School. The following are intended to act as a reminder to all.
- The school is no smoking environments. It is essential that all staff, contractors and service providers observe this.
 - Corridors, fire exits and thoroughfares forming a means of escape must be kept free of obstructions. Fire doors must not be propped open.
 - Spillages and breakages must be cleaned up immediately and reported to the Principal Deputy Head & Head of Operations. “Slippery Surface” notices must be displayed during wet cleaning.
 - Nobody should interfere with, obstruct or remove first aid boxes, protective clothing, smoke stop doors, firefighting equipment, and electrical circuit breakers.
 - Dangerous or faulty equipment must be reported to the Principal Deputy Head and Head of Operations immediately and action taken to isolate the equipment until the problem has been rectified.
 - Extra care must be taken against the possibility of tripping or stumbling when carrying glassware, hot foods / liquids, poisons or corrosives.
 - Lockers and cupboards must be kept clean and tidy and unwanted materials / equipment disposed of or returned to the appropriate place.
 - Incidents and accidents to students, staff, visitors or members of the public must be reported to the Principal Deputy Head and Head of Operations immediately.
Incident, accidents, near misses and complaints will be logged on My Concern / CPOMS so that records are kept centrally and any patterns monitored.

3. POLICY STATEMENT ON HEALTH AND SAFETY AT WORK

- 3.1 The School Management accepts that it has a statutory and moral duty to ensure, in so far as is reasonably practicable, the health and safety of all employees, students, visitors and contractors. Furthermore, to ensure that any person engaging in activities undertaken by the School or on behalf of the School does



not recklessly or unknowingly endanger themselves or others participating in any authorised school activity.

It is, therefore, School policy to:

- Establish and maintain a safe environment, so far as is reasonably practicable, throughout all areas used by the School to comply fully with the statutory regulations, provisions and Codes of Practice.
- Develop an awareness of health and safety and an acceptance of individual responsibility among employees, students, visitors and contractors.
- Provide all employees and students with appropriate information, instruction, training and supervision for (a) fire safety and (b) to work safely and value their contribution to the achievement and maintenance of safety standards as appropriate.
- Work in close collaboration and consult with safety representatives appointed by employees/the School.
- Ensure that plant, equipment and systems of work are safe, with risks kept to the minimum that is reasonably practicable, for employees, students and any other persons who may come into contact with such plant, equipment or systems.
- Arrange and operate suitable procedures for the safe handling, storage and transportation of chemicals, substances and materials within the School.
- Implement effective emergency procedures and first aid provision to meet statutory requirements.
- Obtain expert advice on any item that is outside the knowledge and experience of school employees.
- The Head Master, Principal Deputy Head and Head of Operations will evaluate and review the content, operation and achievement of this Policy by representation of an annual report to the Board of Governors of the Harrow International School Shanghai.
- Conduct Risk Assessments of all school activities and premises.
- Allocate sufficient funds in annual budgets.

4. ROLES AND RESPONSIBILITIES

- 4.1 Overall responsibility for health, safety and welfare rests with the School Management but all other employees who are in any way responsible for the School's activities must take account of safety, health and welfare at all times. All School employees have health and safety responsibilities within their own working area throughout the campus.

The Governing Body

The Board of Governors of the School is, as stated in the Health and Safety statutory requirements has the responsibility of actively monitoring and controlling health and safety management within the School by:

- Requiring such information including this policy, to be presented to them as may be necessary for the efficient discharge of their responsibility.
- Approving the allocation of sufficient resources, both personnel and financial, to meet the Health and Safety needs of the School.
- Ensuring that delegated functions are carried out in such a manner as to meet the statutory and ethical requirements of Health and Safety.
- The Governor with responsibility for overseeing Health and Safety matters.

The School Head

The Head Master has delegated authority from the Governing Body of the School to ensure that the School meets the statutory and ethical requirements of Health and Safety.

The Head Master will ensure that:



- The School has an approved *Health and Safety Policy (HS42)* and practices, which are implemented.
- There are adequate personnel and financial resources allocated to Health and Safety.
- Health and Safety is accorded such status as to encourage the commitment, co-operation and involvement of all staff.
- The School actively promotes an awareness and acceptance of good practice in Health and Safety.
- Discipline any member of staff found guilty of ignoring or failing to implement approved procedures and practices.
- Appropriate inspection, monitoring and auditing procedures are agreed and implemented.
- There are regular performance reviews of Health and Safety and an agreed plan for future development.

The Principal Deputy Head and Head of Operations

The Principal Deputy Head and Head of Operations have responsibilities to ensure that:

- The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in statutory requirement or company development.
- Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- Procedures are put in place to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
- All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
- The Senior Leadership Team recognises its role in providing health and safety leadership in the school and engaging the active participation of workers in improving health and safety through continuous improvement.
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
- Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
- Health and safety objectives are set and their achievement is measured and reported as part of the management review.
- Where necessary, health and safety rules are developed to meet legislative and school requirements.

Heads of Departments/Line Managers

Responsible for: Teachers, Students, Support Staff and Visitors to Departments etc The Head of

Department/Line Manager has responsibility to:

- Having overall responsibility for the safe operation of the department. Note that certain elements of safety can be delegated, but overall responsibility remains with the Head of Department/Line Manager.
- Read, understand and promote the School Health and Safety Policy.
- Ensure that a Department Policy is written to encompass relevant approved procedures and that codes of practice are produced and implemented within their areas of responsibility particularly in the Science Department.
- Carry out annual risk assessments within their areas of responsibility in conjunction with the Principal Deputy Head and Head of Operations.
- Ensure that all personnel receive appropriate health & safety training including evacuation procedures and fire precaution instructions.
- Ensure that all exit routes are kept clear of obstructions and that the build-up of combustible materials



is prevented. Ensure correct use of fire doors (e.g. unobstructed, not propped open, close firmly).

- Ensure correct signage is displayed and in good condition; the Principal Deputy Head and Head of Operations be notified of any defects.
- Ensure that any personal electrical equipment brought into the Department is checked by the Facilities Management Team.
- Ensure that any First Aid boxes are correctly stocked and the location clearly marked.
- Ensure that every member of the Department is aware of the name and location of the nearest qualified First Aider.
- Inform the Principal Deputy Head and Head of Operations of any defects, which could jeopardise the health and safety of those persons in the Department.

Staff Responsibilities

Every member of staff is required to:

- Make themselves familiar with the School's Health and Safety Policy and any other safety legislation and codes of practice, which are relevant to the work of the department in which they work.
- Take reasonable care for the health and safety of colleagues, students, visitors and any other persons who may be affected by their acts or omissions at work.
- Co-operate with the Principal Deputy Head in complying with health and safety requirements.
- Ensure that both staff and students are applying health and safety requirements, rules, routines and procedures effectively.
- Be familiar with the School Fire Precautions and Evacuation procedures for the areas in which they work.
- Report any defects in the premises, plant, equipment and facilities, which they observe.
- Ensure that all plant, machinery and equipment are in good and safe working order and adequately guarded where appropriate.
- Not make unauthorised or improper use of plant, machinery or equipment.
- Use the correct equipment for the job and wear any protective equipment or safety devices, which may be supplied.
- Report all incidents and accidents, which cause injury to any person, to the Principal Deputy Head and Head of Operations. Take an active interest in promoting health & safety and suggest ways of reducing risks.
- Heed the School's no smoking policy.

Health and Safety Committee

The Health and Safety Committee will have overall responsibility for:

- Ensuring that adequate health and safety training, procedures and equipment is being provided for every adult employee
- Developing the implementation of policy throughout the School
- Acting as a clearing house for complaints
- Investigating incidents
- Making recommendations to the Governing Body

Health and Safety Committee (meet twice a term)

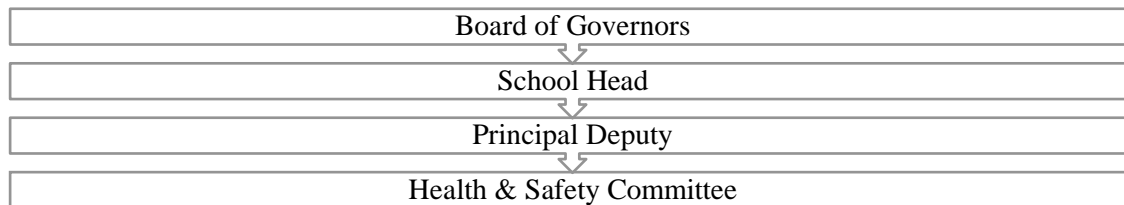
The membership consists of:

Principal Deputy
Head of Operations
Heads of Phase
Director of Co-curricular



Head of Sport/PE
Head of Science Department Facilities Manager

The Health and Safety Management Structure



4.2 School Security

All visitors to the School must report to the guard's office at the front gate, obtain a visitor pass and be signed in and out for each visit. The member of the School who the visitor wishes to see will be contacted by the Reception team and asked to report to the Reception to meet their visitor and subsequently accompany them in the School.

The guards are responsible for ensuring that no un-registered visitors are present within the School. However, it is responsibility of all members of the School to challenge any unknown visitor without a lanyard. The School gates are to be manned 24 hours by security officers. The School perimeter must remain in good working order and be inspected monthly.

All teachers working in the school must undergo the ICPC check or equivalent depending on their previous country of employment. All other adults working in the School will undergo appropriate relevant checks. All parents and visitors to the School will be required to wear the relevant identification badge issued at the security gate and then must be supervised by a member of staff while on site at all times.

4.3 Children

Children visiting the School must be under the immediate and close supervision of a responsible adult at all times. They are not permitted in any classrooms or laboratory or to play with equipment where experimental or other work is being undertaken, unless the specific permission of the Head Master is given.

4.4 Safety of Children

- It is the responsibility of teachers to ensure that curriculum activities are safe.
- Students are only taken away from the School site with prior permission from parents or legal guardians, and if they have an Early Leaver Form.
- Students are taught to have care and consideration for themselves and others.
- Students should not interfere with any equipment or electrical outlets which are not intended for their use.
- Students should maintain good posture when sitting at desks or computers; and not swing or lean over in chairs.
- Students are supervised in the playground, at morning break, and lunchtime break by members of the teaching staff scheduled on the duty rota.



- A member of the Senior Leadership Team is on duty each day, at the beginning of the day and after school, to ensure that all children enter the School and are collected safely. A system for supervised dismissal is in place for pupils who finish later than normal due to extended ECAs.
- Students should maintain the uniform policy to ensure their health and safety, especially during practical subjects when long hair needs to be tied back and jewellery removed.
- All students will be required to review and sign the Acceptable Use of IT policy for students.

4.5 Air Quality Index (AQI)

Harrow International School Shanghai tracks air quality throughout the day by reference to the live AQI feed on the [US Embassy website](#). Outdoor activity may be modified depending on the pollution level, the duration and intensity of the activity. For further guidance on the School's procedures in relation to Shanghai's AQI, please see the full Air Quality Index Policy.

4.6 Traffic Safety

A dramatic increase in traffic has resulted in a greater number of child-related accidents throughout the world. The Harrow International School Shanghai community acknowledges that we have a duty to help prevent such tragedies and will strive to meet our educational responsibility and contribute to the effective traffic safety education of all students.

If the use of the car is considered unavoidable for the journey to and from school:

- Parents/drivers should avoid parking near the School gates. Students should then be encouraged to walk the final part of the journey. The school's security team monitor this.
- Vehicles (Except School buses and staff vehicles) are not allowed to enter into the campus between 7am to 6pm on school days.

4.7 School Bus / Car Journeys

- Children are to be reminded that they should enter and depart from their bus/taxi in an orderly and sensible manner with due regard for their environment and the carriageway.
- Younger children will be accompanied to their bus/car by an elected School Bus Supervisor of the School who will be aware of traffic safety issues.
- School buses should enter school by the main gate and park in sequence. No bus is allowed to move during school time unless assigned to a specific trip to minimize the risk and ensure students safety.

5. HEALTH AND SAFETY STATEMENT FOR STUDENTS

- 5.1 The School strives to make all areas where students work and undertake activities, as safe as is reasonably practicable. Students' co-operation in ensuring that the School and its activities are as safe as possible is expected and required.
- Students are required to take all reasonable care to ensure that their actions do not endanger themselves or others. Pupils should not use any equipment, which they consider being unsafe and must report it to the teacher in charge
 - Students should ensure that they are familiar with safe operating procedures prior to using any equipment
 - Students must not undertake any procedure unless authorised to do so by a responsible adult



- Students must familiarise themselves with the Health and Safety Policy provided for certain equipment, procedures and operations, and co-operate with all emergency evacuation drills and observe fire regulations
- Students are required to report any accident involving injury, either to themselves or others, to the teacher in charge, without delay.

6. HEALTH AND SAFETY STATEMENT FOR CONTRACTORS

- 6.1 Contractors' health and safety responsibilities are to ensure that they:
- Provide copies of their Health and Safety Policy and any other relevant documentation appertaining to health and safety that may be requested by the School
 - Comply with all the requirements of the School's Health and Safety policy
 - Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public
 - Ensure that all equipment used is safe and in good working condition, and is accompanied by any necessary certification
 - Ensure that any injury suffered or damage caused by their staff is reported immediately to the Head of Operations or the School's representative
 - Follow the School's safety rules and comply with any safety instructions given by our representative
 - Ensure that any materials which have health, safety or fire risks are used and stored in accordance with regulations and current recommendations and such information is provided to any other person who may be affected. Assessment of risk associated with any substance or process hazardous to health that will be used must be presented to the School's representative before work commences.
 - Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds.
 - Provide written instructions through risk assessment and safe systems of work to establish safe working methods, to explain the sequence of operations, outline the potential hazards and the implementation of suitable risk controls.
 - Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

7. HEALTH AND SAFETY STATEMENT FOR CATERER

- 7.1 Caterer's health and safety responsibilities are to ensure that they:
- Comply with all the requirements of School's Health and Safety Policy
 - Keep an accurate record of students' food allergies
 - Ask their staff to wear Personal Protective Equipment while performing their duties
 - Keep the kitchen and dining area clean and tidy
 - Carry out pest control timely
 - Comply with the local ordinance and regulation for food safety

8. ACCIDENT/INCIDENT REPORTING, RECORDING AND INVESTIGATION

- 8.1 All accidents must be reported using My Concern / CPOMS and the Incident Reporting Form, which can be found in the Staff Handbook, and a record of all reported incidents must be kept by the Principal Deputy Head.



Reporting

- 8.2 All incidents/accidents no matter how small, must be reported to the Principal Deputy Head on My Concern / CPOMS or by completing the Incident Reporting Form. The member of staff responsible at the time injury/incident occurs, for example during a lesson/trip/sports match should complete the form. It is not the responsibility of the Health Care Centre to fill out Incident Report Forms.
- 8.3 The Principal Deputy Head will keep a record and report the incident to the external agencies as appropriate, all work injury related cases will be forwarded to the Human Resources Department for reporting it to the relevant department.

Near Miss Reporting

- 8.4 Staff should report near miss incidents via My Concern / CPOMS. They will be recorded and monitored as a proactive measure to prevent accidents occurring. All incidents and near miss occurrences will be reported to the Governing Body annually.

8.5 Accident Investigation

All incidents/accidents should be investigated to prevent further occurrence. The Principal Deputy Head and Head of Operations will investigate reportable incidents/accidents with the assistance of the staff responsible for the area where the incident/accident occurred including the Human Resources Department for work injury cases.

9. FIRE SAFETY POLICY AND PROCEDURE

9.1 AIMS

It is the overall aim of Harrow Shanghai to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the School, which may arise from a fire.

This is achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

9.2 OVERALL RESPONSIBILITY FOR FIRE SAFETY MATTERS

A member of the Senior Leadership Team is appointed as the Fire Safety Officer (the Head Master) for the School and he/she has overall responsibility for fire safety matters. The Fire Safety Officer with the support of the Health and Safety Officer (the Principal Deputy Head) coordinates the implementation of fire safety measures, ensures that staff and pupil training takes place and monitors the standard of fire precautions maintained.

The Fire Safety Officer also ensures that an emergency evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that a suitably qualified person maintain fire safety equipment to the authorised schedule.

9.3 RESPONSIBILITY OF ALL SCHOOL STAFF

All School staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure. They should also ensure that fire windows and fire exits are kept clear and that



fire doors are kept shut. It is paramount they ensure that pupils for whom they are responsible are informed of the School fire procedure.

9.4 APPOINTMENT AND RESPONSIBILITIES OF FIRE WARDENS (Sweepers)

The School shall appoint a number of employees as Fire Wardens (Sweepers), one of which will be appointed as Senior Fire Warden, usually the Health and Safety Officer. In the event of an emergency evacuation, these employees have the responsibility for ensuring that all areas of the School have been evacuated and that this is reported to the Fire Safety Officer.

During an emergency evacuation, Fire Wardens shall wear hi-visibility tabards to enable them to be clearly identifiable. They also must carry their mobile phones with them at all times in order to communicate with the team during an evacuation via WeChat.

9.5 FIRE RISK ASSESSMENT

The Fire Safety Officer shall ensure that a fire risk assessment is carried out every 6 months, or earlier if required (e.g. following significant changes to the premises, an incident or notification from an appropriate authority).

The fire risk assessment shall be conducted by a competent person and the findings acted upon by the Fire Safety Officer (a copy will be kept on file).

9.6 FIRE EVACUATION PROCEDURE

Fire Safety Officer: Alex Reed (Toby Roundell - H&S Officer)

Action employees should take if they discover a fire:

1. Immediately operate the nearest alarm call-point and evacuate the area in accordance with the rest of this plan.
2. Notify any member of the Senior Leadership Team. This will set in motion the evacuation procedure.
3. Notify your colleagues in the immediate area of the fire and begin your evacuation immediately.
4. Remain calm so as not to scare the children.
5. Take your mobile phone with you.

In the event of a fire or fire drill, a siren and voice message will sound. The Crisis Contact Group will connect via WeChat.

Staff are responsible for:

- Accompanying the students in their charge to the muster point via the correct route.
- Ensuring that there is no talking among the students from the moment the alarm sounds, so that any instructions which need to be given can be clearly heard.
- Ensuring that the evacuation is undertaken as swiftly and safely as possible (not stopping to collect coats or bags.)
- Ensuring that students walk at a brisk walking pace, but no running.
- Students remain to the right-hand side of the corridors and stairwells, walking in no more than pairs.
- Endeavouring to close windows and doors upon leaving the teaching space, if it is safe to do so.
- Taking the initiative to identify the safest and quickest alternative route if the usual evacuation route is not safe or is obstructed.



- Listening to instructions for a possible instruction to move to the alternate muster point on the outdoor sports field.
- Ensuring that students with movement disabilities have support in the evacuation procedure.
- Assembling at the designated muster point, lining students up, taking the roll and reporting to the designated administrative staff – see Appendices A&B.
- Keeping the students quiet and calm at the muster point.

External tutors are responsible for:

- Taking their students to the muster point and handing their student over to the class teacher or Housemaster/Housemistress

Muster Point for Primary Evacuation

Muster Point for all students and staff from Year 1 to Year 13 is outside of the school gate on the drop-off driveway – this is by the main entrance to the school and the other side of the wall from the bus car park.

The Early Years students and staff will assemble outside of the Early Years Centre near the playground.

Early Years Muster Point

Person in charge: Sam Munns

Administrative assistant: Esther Gu

Pre-Prep Muster Point

Person in charge: Avril Phillips

Administrative assistant: Sharon Xie

Prep and Senior Muster Point

Person in charge: Joseph Jedrzejczyk (Prep); Zach Bennetts (Senior)

Administrative assistant: Jennifer Zhang

Administrative Support Team Muster Point

Person in charge: Cherry Cao (Kate Lin)

Administrative assistant: Maggie Shi

Ancillary Staff Muster Point

Person in charge: Linda Sun

Administrative assistant: Echo Zhou

Pupil and Staff Registers

The Fire Safety Officer should check all registers in order to give the all clear to re-enter the building. A record of this should be kept in the File of completed Fire Drills which is held by the Principal Deputy Head's office.

All Pre-Prep and Upper School pupil registers will be printed by Kristine Xiong at the Main Reception (Y1-Y13). The Early Years pupil registers will be printed by Esther Gu. Each register needs to be placed in a plastic folder with a red and green colour cards for each individual register.

Delivery of registers, once collected from Kristine Xiong at Main reception / Esther for EY:

- Esther Gu will take Early Years registers to Sam Munns for distribution.
- Sharon Xie will take the Year 1 to 4 registers to Avril Phillips for distribution.



- Jennifer Zhang will take the Year 5 and House Registers to the respective Class teacher / Housemaster / Housemistress.
- Maggie Shi will oversee the Administrative Staff fire register with Cherry Cao at the muster point.
- Echo Zhou will oversee the registration of the Ancillary staff with Linda Sun.
- Class teachers, Housemasters/Housemistresses, those registering non-academic and ancillary staff hold up a green or red card to indicate registration status. Green indicates all are accounted for. Red indicates that support is needed.

Visitors

- Visitors and parents are to assemble with the Ancillary Staff.
- Parents are not permitted to assemble with their children.

Security guards

- Prevent any vehicles from entering or leaving the premises other than the relevant emergency authorities.

At the muster point:

- Fire Wardens (Sweepers) report to Fire Officer to confirm in person clear sweep.
- Teachers are to stay with their classes and keep their students quiet.
- Teachers are to stand in front of their class on the elevated sidewalk.
- Teachers are to set an example by not talking unless there is a need to.
- Teachers will take pupil registers and the red and green colour cards will be used to indicate whether or not all pupils are accounted for. If red Head of Phase goes to help.
- Teachers must await further instruction from the Fire Officer.
- Sharon Xie, Jade Zhou, Maggie Shi, Echo Zhou must report to the Fire Officer to confirm that all students and staff have been evacuated.
- Esther Gu must report to Avril Phillips to confirm that all students and staff have been evacuated. Avril Phillips will confirm with Fire Officer, by phone or walkie talkie, that all students and staff in the Early Years area have been evacuated.
- Teachers without a class to register must report to the Admin Assistant of their Phase.

In the event of a missing student or member of staff:

- Fire Officer to send designated members of the sweeper team to search the building, if it is safe to do so.
- Sweeper team to keep in communication with Fire Officer and each other.

What next?

- In the case of a fire – the Fire Officer and Head of Operations will hand over control of the school site to the emergency services on their arrival and take further instructions from them.
- The Fire Officer will only give the all clear to re-enter the building when:
 - the Fire Sweepers have confirmed all areas are clear
 - all pupils and staff members have been accounted for
 - the Early years team have accounted for all pupils and staff
- The instruction to return to class will be given by the Fire Officer and relayed on the Fire Drill WeChat group so that the Early Years team know that it is safe to re-enter the building from their Muster point.



Muster Point for Secondary Evacuation

- If deemed necessary by the Fire Officer, students and staff will be directed to move safely to the sports field.

9.7 School Building Out of Term

Security/Facilities Management Team are responsible for responding to the fire alarm, working with the Head of Operations during the day, to ensure the safe evacuation of the buildings and accounting for Harrow Staff.

9.8 Reporting Responsibilities

All fire alarms, evacuations or fire drills must be recorded and a written report should be kept in the Deputy Head's Office.

9.9 Fire Procedures for Public Examinations

- If there is a fire alarm, the Fire Warden for that floor must make their way to the exam room as quickly as they can.
- They should arrive in the room and make sure that students remain calm and do not communicate.
- The Fire Warden and invigilators will be in charge of a small number of candidates (the number will depend on the number of pupils in exams at that time) and they will be dismissed in small groups at appropriate intervals.
- The staff will chaperone the students out of the room to the special assembly point by the muster point, in separate groups, making sure that there is absolutely no communication whatsoever between the candidates.
- The assembly point will be to the right of the Upper School House lines.
- The Exams Officer will be in charge of making sure the room is secure and all is in order - including writing the time of the alarm on the board at the front if the original invigilator has not already done so.
- Nothing should be removed from the room, no paper should be collected and everything should be left on the tables

9.10 Occupants with Disabilities

Where there are occupants with disabilities, which could affect their movement, hearing or sight, the Heads of Phase are responsible for ensuring these controls can be followed, and for completing the Fire Safety Risk Assessment and submitting a copy to the Deputy Head.

Students: The Head of Phase should assess the safest method of evacuation and communicate that to the student.

Staff: The Head of Department / Line Manager should assess the safe method of evacuation and communicate that to the staff member.

Visitor: The host member of staff should assess safe method of evacuation and communicate that to the visitor.

NB: Lifts are not to be used, except in extreme cases and where it is known to be a scheduled drill.



9.11 Fire Warden sweeping list and muster points are available in the “Fire Evacuation Policy and Procedures”

9.12. Fire Evacuation Register Check available in “Fire Evacuation Policy and Procedures”

9.13 Escape Routes and Emergency Exits

- There are at least two escape routes in the majority of buildings.
- Fire notices and evacuation signs are displayed in classrooms and offices.
- Sprinklers, hose reels and buckets, fire blankets (where appropriate) are located in buildings in accordance with Codes of Practice. The fire alarm can be manually activated by breaking the break glass unit located near the hose reel.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm systems is located in CCTV control room(A109), is fully addressable and show the activation point.
- Fire routes and exits must be kept clear at all times.
- All fire alarms are tested regularly by the Facilities Management Team in conjunction with the Fire Services Contractor.
- All fire services equipment is checked monthly and all inspection records are kept in the Facilities Management Office
- An annual service of alarms, smoke detectors, emergency lights etc is conducted and records of all tests are kept in the Facilities Management Office
- The kitchen is fitted with heat detectors and 30 minute fire doors

9.14 Electrical Safety

- The School Electrical Contractor checks and tests circuitry within buildings.
- Circuits are RCD protected and meet the requirements of the local regulations and practice for the electricity (wiring).
- A registered electrician undertakes regular portable appliance testing.
- The electrical system for the whole School is checked every five years and records/certificate of all inspections are kept in the Facilities Management Office.
- Departmental staff check that all scientific and design & technology equipment is switched off at the end of the School day.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

9.15 Lighting Protection

- All lightning protection and earthing conforms to the local regulations and practice for the electricity (wiring) and is tested every five years by a specialist contractor. Records of all tests are kept in the Facilities Management Office.

9.16 Gas Safety

- All gas equipment in the Science Laboratories are regularly maintained and serviced by the Registered Contractor.
- The lab technician checks that gas valve is switched off at the end of the day

9.17 Safe Storage

- Flammable materials used in teaching or maintenance are locked away

9.19 Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.
- Rubbish is removed daily from buildings.



9.20 Fire Risk Assessments

The School's Fire Risk Assessment meets the requirements of the statutory requirements of Fire Ordinance. Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard procedure for evaluating risk.

Fire Risk Assessments have been conducted at Harrow International School, Harrow Innovation Leadership Academy or Harrow Little Lions Center Shanghai. The document is reviewed every year, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of the School's Fire Risk Assessments are kept in the Facilities Management Office and the Head of Operations Office. Any comments or suggestions for improvement are always welcome.

10. HEALTH AND SAFETY MONITORING

Introduction

Health and Safety monitoring is a vital element of Health and Safety management. It is essential to enhance and maintain Health and Safety standards. The monitoring can be classified into Active and Reactive Monitoring.

Active Monitoring

Active Monitoring is a planned process that helps in identifying potential health and safety hazards before they result in incident/accidents or ill-health. It also helps to understand the effectiveness of the existing risk controls, identifying any new hazards, due to change in working practices or change in facilities structure, and any non-compliance with legal or statutory requirements.

Some examples of Active Monitoring are:

- Regular inspections and checks of the facilities, furnishing, equipments etc.
- Risk Assessments for all facilities, activities, trips etc.
- Internal and external audits.

Reactive Monitoring

Reactive Monitoring is carried out when an incident has occurred. It involves investigating accidents/incidents including near misses. An investigation of any accidents/incidents or near misses will help to:

- Identify the reason for the failure of existing control measures or lack of control measures
- Provide a detailed reason for the incident
- Learn lessons and make further improvement and demonstrate a commitment to improving health and safety

Requirements:

To ensure that our Schools have strict and high-level day to day Health and Safety Monitoring and Management, all Schools must implement the requirements below.



- All staff in AISL Harrow Schools or HIMS shall read and understand Health and Safety Policy (HS 45) and complete a Health and Safety Course in AISL Academy Course (CO 09).
- Carry out termly inspection of the whole campus and complete checklists under the supervision of a nominated person.
- An action plan must be completed to eliminate or mitigate any health and safety hazards identified during the inspection and checks.
- The action plan along with the checklists shall be submitted to the Head, Deputy Head, and H & S Committee termly.
- Carry out a bi-annual risk assessment for the whole campus and the assessment shall be submitted to the Head, Chinese Principal, and H & S Committee.
- Ensure that the improvement actions required by the Health and Safety Audit Report are completed on time, within the schedule assigned. Group Operations Team (H & S Manager) should be updated regularly re the progress in this area.
- Ensure risk assessment for all activities and trips is carried out by the organiser, Director of Co-curricular and submitted to the nominated SLT member at School for approval prior to the activities and trips.
- A risk assessment register shall be kept for any Health and Safety audit, be part of the BOG report and HEOVs.
- Accidents/incidents (including near misses) reports must be completed by the member of staff who was present or who witnessed the accident/incident.
- The completed report must be submitted to the nominated person for further investigation and the investigation must be carried out to find out the cause of the accident and implement appropriate control measures to eliminate or mitigate the reoccurrence of the accident,
- An accident/incident log register must be kept. The log register shall be submitted to the Head, Principal Deputy head, H & S Committee and Head Office (Group Operations Team-H & S Manager) annually.
- All Schools must form a Health and Safety Committee and half-termly meetings shall be held. Agenda and minutes of the H & S Committee meetings shall be kept and shared with the Head.
- The Committee must review checklists and related action plans, accident and incident reports and findings of the related investigation and support the implementation of actions required.
- Termly fire drills shall be carried out for day school students and a record of fire drills shall be kept and identified deficiencies should be reported to the Head, Chinese Principal and rectified immediately. The fire drill report should be submitted to the Head Office (Group Operations Team-H & S Manager).
- Schools must have written procedures for handling, reporting, and communicating about students' visits to the School Health Care Centre.
- Health and Safety Bulletin Boards (physical or electronic) shall be installed in different and appropriate locations at schools to display Health & Safety information.
- Annual Health & Safety Report shall be submitted to the Head Office (Group Operations Team-H & S Manager)

11. FIRST AID POLICY

Introduction

The aim of the policy is to ensure that the School has as far as possible, adequate, safe and effective, First Aid provision for pupils, members of staff, staff of external service providers and visitors. First Aid is defined as the help that is given to an injured person until proper medical treatment is available. It can save lives and prevent minor injuries becoming major injuries.



Responsibility

The Governing Body and Senior Leadership Team of Harrow International School Shanghai are responsible for site wide safety and that responsibility includes arrangements for First Aid, based on an assessment of the risks presented by activities across the school site and, where students or members of staff are involved, outside the site. The Head Master has delegated the responsibility of implementing the policy and ensuring that members of staff, students, and staff of the external service providers are aware of the policy and procedures to the Deputy Head.

Risk Assessment

A First Aid risk assessment has been undertaken for the School. This identifies:

- The potential hazards on school site (activities which take place)
- People who may need assistance (students, staff members or the public)
- First Aid provision, training levels, staff numbers, equipment (First Aid boxes and location)
- The remoteness/ location of the School and the problems with the large site layout
- Hours that the school is occupied/events taking place on site
- Access for the emergency services

First Aiders

The School ensures that an adequate number of qualified First Aiders is available on campus and the number shall meet best practice and the local regulatory and statutory requirements. All First Aiders should go through training and obtain their certificates. They should attend refresher courses for keeping their qualification valid at all times.

First Aiders are responsible for:

- Responding to first aid situations, including emergencies and common illnesses and injuries.
- Calling the Emergency Services and/or the Health Care Centre, getting further first aid assistance, informing the Security cabin if an ambulance is arriving on site.
- Looking after and restocking the first aid box that they have been assigned
- Documenting any first aid care that they give.
- Carrying out first aid treatment within the training they have received.
- Maintaining their training, proficiency and competencies

Names of First Aiders

The school maintains an up to date name list of staff certified to administer First Aid.

Competencies and Protocol

At all times, First Aiders must operate within their own scope of competencies and should not attempt any skills with which they are not trained or confident. All staff who administer first aid must be within the 3 year qualification period. First Aiders must identify themselves to the patient and verbally explain that they are able to treat them.

First Aid Boxes

All floors should have first aid boxes and they will contain:

- Sterile Gauze pad 2''x 2'' (24pcs)
- Sterile Gauze pad 3''x 3'' (12pcs)
- Sterile Clear plaster (1 box)
- Triangular Bandage (8pcs)



- Zinc Oxide Adhesive (2rolls)
- Cotton Wool 35g (6packs)
- 2”Elastic Bandage (1roll)
- Plastic Head Safety Pin (16pcs)
- S/S Dressing Scissors (1pair)
- Latex Exam Gloves (4pair)

No medication should be held in a first aid box and only the Health Care Centre Staff should administer emergency medicine. It is the responsibility of the Health Care Centre Staff to ensure that all first aid boxes are kept stocked. They should ensure that all boxes are checked twice a term. First Aid boxes are located:

- Science Labs
- Swimming Pool
- Sports Hall
- PE office
- Boarding House Common Rooms

Procedures

In School (term time):

- If a situation is thought to be life threatening or very serious then an ambulance must be called immediately. In these cases call the First-Aid Ambulance external number - 120 and the Health Care Centre and Senior Leadership Team should be called immediately. It is also important that Facilities Management Team is informed about the location of the incident and ambulance arrival.
- Any student complaining of illness should be sent to the School’s Health Care Centre where they will be seen by the Health Care Centre Staff.
- Any injury should be referred to the Health Care Centre. The Health Care Centre is open during term time only.
- The School recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff). This does not apply to the Health Care Centre staff.
- No member of staff or volunteer should administer first aid unless he or she is a qualified first aider, and the qualification is in date.

Out of School:

- First aid kits for any off-site activities are kept in the Health Care Centre and must be taken on every trip (local, overseas or sports fixtures).
- For away sports fixtures it is good practice for staff to check with the host school in advance whether there is adequate First Aid Cover in place. If an incident occurs, medical treatment should be sought from the host school first aid staff. If necessary, the pupil should be taken to the nearest Accident and Emergency Department by a member of staff. A member of staff should remain with the pupil until treatment and after-care are agreed with those providing treatment or until parents arrive. The School Health Care Centre should be informed for any follow up, if required.
- A member of staff should take a mobile phone with them on every school trip and check the nominal roll of pupils for any known conditions that require regular medication. In particular, accompanying staff should check that any asthma sufferers have their inhalers with them and any diabetic students have the relevant medication. It is also important that any medication (Epi pens) are also carried by the member of staff, this should be part of the offsite risk assessment. Where possible the pupils should also carry a spare. And where identified staff must have received training from the Health Care Centre to administer the required medication.
- A Risk Assessment must be carried out prior to departure and cleared with the Designated Person – the Director of Co-curricular; emergency procedures must be part of this risk assessment.

Reporting

All incidents/accidents/or when first aid is provided must be recorded by completing the Incident Report Form. The completed form should be submitted to the Deputy Head.

Health and Safety

A number of risks are inherent to all those involved in dispensing first aid. All staff must take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are provided in first aid boxes. Additionally, First Aiders should ensure that they have access to hand washing facilities both before and after attending to the First Aid situation.

Blood Born Virus

The School has a duty of care to all employees to protect them against risks involved from their work activity. It is important that the School First Aid risk assessment contains control measures to protect staff from blood born virus. When dealing with a casualty the first aiders must wear protective rubber gloves (provided in the First Aid kits). This will give increased protection against direct contact with bodily fluids/ blood. If blood or bodily fluids have been spilt on the floor then staff should wear gloves and clean the area using paper towels and a disinfectant solution.

After the clearing up process First Aiders should always wash their hands, this is good practice even if there has not been any contact with bodily fluids or blood. If the First Aider is at all concerned about cross infection after dealing with a casualty then they should seek advice from the Health Care Centre staff. Such incidents must be reported to the Deputy Head as a near miss incident.

12. HEALTH AND SAFETY INSPECTION POLICY

This policy is a sub section of the School's main Health and Safety Policy and will be reviewed annually.

Inspections

The Senior Leadership Team, Heads of Department (including HMMs), Line Managers are required to undertake an annual formal health and safety inspection of their area(s) of responsibility, in conjunction with the Principal Deputy Head and Head of Operations. This includes ensuring that the staff / pupils for whom they are responsible are aware of their roles and responsibilities for health and safety. Further informal inspections are necessary only when there are relevant changes within the building.

The Designated Persons should complete the checklist for their area of responsibility. The Principal Deputy Head will send the checklists to the Designated Persons in the beginning of each academic year for completion. It is their responsibility in conjunction with the Principal Deputy Head, to identify any actions required and ensure that they are carried out without delay. The Designated Person should retain the completed action plan and inspection check lists by for a minimum of two years.

Copies of both should be sent to the Head of Operation's Office for record keeping and action as necessary.

13. DISPLAY SCREEN Visual Display Unit (VDU) POLICY



Introduction

This policy is a sub section of the School's Health & Safety Policy and will be reviewed annually.

The School has responsibility for ensuring that adequate health and safety training in the use of workstations is provided for all users and to provide users with information on all aspects of health and safety relating to their workstations.

The School will take all reasonable steps to secure the health and safety of employees who work with VDU equipment by carrying out risk assessments, providing information and advice to enable a fuller understanding of the issues relating to working with VDU equipment. This information also extends to persons not in direct employment, e.g. students.

Those responsible for implementing this policy are:

- Deputy Head
- Heads of Department
- Designated Persons

Repetitive Strain Syndrome (RSS)

There is considerable confusion as to the precise definition of Repetitive Strain Syndrome (RSS). The most commonly used definition is an injury caused by or attributed to repetitive physical actions. Operating a keyboard for excessive periods without a break, for example, could lead to injury. It is incumbent on all employees to apply common sense to their daily work schedule. A short break taken every two hours during which the operator undertook non-repetitive physical duties, filing, for example, would considerably reduce the risk of injury.

13. LONE WORKING POLICY

Introduction

This policy is a sub section of the Health & Safety Policy. The aim of the policy is to ensure that any lone working carried out for the purpose of School business is performed in a controlled and coordinated manner, thereby minimising any health and safety risks to members of staff and students.

The document outlines some of the potential hazards associated with lone working, defines roles and responsibilities and describes the practical steps that can be taken to minimise any risks.

Definition of lone working

A lone worker for the purposes of this guidance is defined as someone who works on their own with no close or direct supervision. Lone working is not where individuals experience temporary situations in which they find themselves alone, but where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision.

In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness. Lone working is undertaken by some School employees and employees of external service providers either by virtue of their working hours, remote location or methods of working.

Some common examples include:

- Library staff, laboratory technicians, ICT technicians.



- Security, cleaning, portering, gardeners.
- Maintenance staff and service engineers.

Responsibilities Designated persons

As this policy should be read in conjunction with the Health and Safety Policy, roles and responsibilities remain the same. All designated persons, such as Heads of Department, Line Managers, External Service Providers have the responsibility to ensure that:

- All lone working activities and members of staff carrying out lone working are formally identified and appropriate risk assessments undertaken, which identify the risk to lone workers and the control measures necessary to minimise those risks, as far as reasonably practicable.
- Arrangements for lone working are communicated effectively and the details of what can or cannot be done while working alone is explicit.
- The lone worker is made aware of the hazards and understands all the necessary control measures that need to be put in place.
- Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake the work alone.
- Adequate supervision, instruction and training are in place and that the lone worker is competent. The extent of the supervision is a management decision, which should be established through the risk assessment process. It should not be left to individual members of staff to decide if they require assistance/supervision.
- Monitoring of lone working practices is in place to ensure that control measures identified in the lone working risk assessment are being adhered to.

Employees

All employees have a responsibility to take care of their own safety and to co-operate with the procedures. Employees should not knowingly place themselves in situations which expose them to additional risk by working alone. If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should ensure that their line manager is made aware of the circumstances at the earliest opportunity and then assist in the process of identifying the steps needed to either prevent the lone worker situation from arising, or, if this is not possible, assist in developing the precautions necessary to ensure their own safety.

Lone workers have a responsibility to inform their line manager if they have any concerns over the effectiveness and efficiency of the agreed arrangements and also if there are any reasons why they would not be able to work alone or to continue to work alone in safety.

Potential hazards of lone working

People who work alone will, of course, face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid
- Violence or the threat of violence
- Fire
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment
 - Lack of safe way in or out of a building (e.g. danger of being accidentally locked

in) Steps can be taken to reduce the risks of these events.

Risk Assessment

The School must consider these factors when doing risk assessments. A generic risk assessment covering



all employees may be appropriate for a low risk environment e.g. lone working in an office. Specific risk assessments will be a requirement for high risk activities such as lone working at height, in the swimming pool, in electrical plants etc. It is expected that the risk assessment process is undertaken as a collaborative exercise by both the lone worker and their line manager/supervisor and that the agreed safe working procedures are recorded and communicated to all persons who may be required to work alone and any other employees who have a role to play in ensuring their safety.

The following is a list of key questions which can be used as a checklist for the completion of a suitable and sufficient risk assessment. It provides an indication on whether the risks can be adequately controlled by one person:

- Does the workplace present a special risk to a lone worker e.g. due to environment, location, contents, unfamiliarity, etc.? The building Facilities Manager may need to be contacted to ensure a safe entry/exit to the workplace.
- Does the work activity present a special risk to a lone worker – equipment, process, substance, location, time, members of the public?
- Is there safe entry and exit from the location for one person – both in the course of the normal work and in the event of an emergency? This may include information on not using lifts in an emergency.
- Can the equipment in use be adequately controlled and handled by one person?
- Can all goods, substances and materials in use be safely handled by one person?
- Is the working environment appropriate – heating, lighting, ventilation, etc.?
- Are the welfare facilities adequate and accessible - toilet, washing facilities, drinking water, etc.?
- Does the lone worker have, or have access to, first aid facilities?
- Does the lone worker have access to a suitable means of communication, or other means of summoning assistance, should this be required – telephone, mobile phone, radio, inactivity alarm, etc.?
- Is there a risk of violence associated with the work activity and/or location?
- Is the lone worker more at risk due to their gender or inexperience?
- Has the employee received sufficient information, instruction and training to enable the work to be undertaken safely whilst alone?
- Has the employee received specific training in how to respond to foreseeable emergencies which may arise in the course of their work alone?
- Is the lone worker medically fit to undertake the work alone? And is there a requirement for on-going health checks, health monitoring?
- Are there contingency plans in place should an alert/alarm be raised by a lone worker and are these plans well known and rehearsed – what to do, who to contact, etc.?

The risk assessment should be recorded and reviewed biannually.

14. MANUAL HANDLING POLICY

Introduction

Harrow International School Shanghai makes a suitable and sufficient assessment of the risks to the health and safety of employees while at work, including the possibility of risks to employees from manual handling. In order to minimise the risks as far as reasonably practicable, and arrange for preventive and protective measures, the preliminary assessment includes:

- Avoid hazardous manual handling operations so far as is reasonably practicable
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury from those operations so far as is reasonably practicable

Risk Factors in Manual Handling



The weight of an object is the major risk factor, but it is not the only factor. Several other important factors can also increase the risk of injury. These include the characteristics of the task and the load, the working environment and the individual capability, etc.

Characteristics of the task

- **Posture**
Awkward body movements or postures, e.g. holding loads at a distance from the body, twisting, stooping and reaching upward, excessive lifting or lowering distances, etc. are the common risk factors.
- **Load manipulation**
Excessive pushing, pulling of loads or excessive carrying distance are some other important risk factors in manual handling
- **Frequent or prolonged manual handling**
Frequent or prolonged physical effort or speeding up in order to increase the rate of work, will increase the risk of injury. In the same way, insufficient rest or recovery periods may increase incidence of injury.

Loads

Weight, size and shape of the load or object are risk factors in manual handling. It is obvious that a heavy load is hard to pick up or move, but this applies equally to loads that are not so heavy but bulky. Easy-to-grasp handles should be provided for bulky loads. Unstable loads are another serious risk and, therefore, great care should be taken in manipulating them. For example, when lifting or moving a semi-filled container containing liquid, the centre of gravity changes as the liquid moves. Another example is a box with empty space inside wherein the contents are likely to move during transportation thereby increasing the difficulty in handling or manipulation. If the object being carried is a human being or an animal, their bodily movements impose great difficulty on the handler. Objects with sharp parts, or being hot or cold, can also cause potential risks for their handlers.

Working environment

- **Space constraints**
Space constraints may make it difficult for handlers to employ a good posture in manual handling. Examples include manipulating or moving objects in a restricted space or carrying bulky objects along a narrow corridor.
- **Floor or other surfaces**
Working on uneven, slippery or unstable floors and other surfaces increases the degree of risk. Examples include surfaces on a moving vehicle, moving platforms and stairs, etc.
- **Other environmental factors**
Extremes of temperature or humidity in the working environment affect a person's ability to sustain work. Sufficient lighting is another essential factor, while strong winds require special consideration when handling a bulky load.

Individual capability

In some particular situations, manual handling operations may require operators to be specially trained, or to possess a strong physique such as firemen. A person's state of health greatly affects his or her ability to perform manual handling operations. Women who are pregnant or returning from maternity leave should avoid manual handling work that may cause safety or health risks. People recovering from surgery or who have a health problem should consult a doctor before performing certain manual handling work.

Best Practices

- If a task involves holding or manipulating loads at a distance from the body trunk, the best way to reduce the holding force is to reduce the object weight, reduce the object size, reduce the holding time, provide an appropriate handle on the load and eliminate manual handling by using mechanical aids.
- If a certain task involves twisting the body trunk, the workplace layout should be re- designed and work



practices modified to reduce such movements.

- If a task requires the handler to adopt a stooping posture, it is important to reduce the bending movements such as by positioning the heavy load at an appropriate level or using suitable mechanical aids.
- If a handler must reach upward to perform a task, it is important to reduce such stretching by providing steps, a height-adjustable work platform or other aid.
- If a task involves lifting or lowering heavy goods for excessive distances, the risk of injury can be reduced by using lift-tables, forklifts, conveyors, hoists and other similar mechanical devices or by team lifting.

All members of staff are advised to contact Facilities Management Team for any manual handling jobs in the first instance.

15. Appendices

Accident Report Form

Accidents, incidents and near misses are reported via My Concern to the Deputy Head. Where relevant the Deputy Head will ask the member of staff to complete the following document:

Accident Report Form

THIS FORM **MUST BE COMPLETED** FOR ACCIDENTS, INCIDENTS OR NEAR MISSES IN RESPECT OF STAFF, STUDENTS, CONTRACTORS AND VISITORS IF ANY TREATMENT IS GIVEN **OTHER THAN BASIC TLC**. It is to be completed by the staff member involved (Teacher, Nurse, First Aider)

Section 1: Personal Details

Please tick as appropriate: Accident () Incident () Near Miss ()

Name:

Title: Mr () Mrs () Miss () Other:

Home Address:
(outside personnel)

Class:

Status: Staff () Student () Contractor () Visitor ()

Section 2: Accident record



GUIDANCE: This section concerns details of the accident, incident or near miss. Please be as specific as possible with regards to location, type of incident and how it happened. If a major injury has occurred, please contact the Health and Safety Officer **AND SLT MEMBER**

When did it happen: DD/MM/YY Hrs : Mins

/	/	:	
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Date of occurrence Time of occurrence (24hr)

Where did it happen:

State location e.g. classroom, section of corridor, outside space. Be as specific as possible.

How did it happen:

Give the cause if you can

Type of Accident: Sharp Objects () Sport/PE () Head injury () Slip/trip/fall () Struck by object () Struck against () Fall from height () Moving/Handling of objects () Hot/cold contact ()

Machinery/equipment () Other ()

If injured:

What part(s) of the body were affected (please be as specific as possible)

Nature of injury: Cut/abrasion () Bruise () Burn/scald () Twist/strain () Fracture () Foreign object () Head injury () Other

NB Head injury, serious skin break with bleeding must be reported to SLT who will contact parents

Witnessed by (If applicable):

Section 3: Treatment Detail

Was first aid: Accepted () Refused () Advised to attend Hospital/GP () N/A ()

Brief details of first aid given:

Nurse/First aider's name:



Parents/ next of kin informed: Yes () No ()

Sent home: Yes () No () **Hospital:** Yes () No ()

Was an ambulance called: Yes () No ()

Signature of injured person:

Name of responsible person:

(e.g. Nurse, first aider, form tutor) **Date:**

DD/MM/YY

After completion please copy for HM or class teacher and send original to Health and Safety Officer.

FOR USE BY HEALTH AND SAFETY OFFICER ONLY:

Received from: _____ Date: _____ Further Investigation: Yes () No ()

K M Wailes: _____

Accident/Incident Investigation Form

USE THIS FORM IF THE ACCIDENT COULD HAPPEN AGAIN OR THE ACCIDENT REPORT FORM REQUIRES FURTHER INVESTIGATION

Name of injured person:

Date of accident/incident:

DD/MM/YY

Summary of accident/incident:

Provide a short summary of what the immediate events were leading up to the accident/incident, who was involved, where did it happen, and what happened?



Background information to the accident/incident:

Has a similar occurrence happened before, have people previously reported concerns

Do you feel responses to the accident/incident were adequate:

Such as first aid given, emergency response and immediate remedial action taken

What further improvements might be considered by management to prevent a reoccurrence:

Such as review of risk assessments, control measures, new equipment, information and communication to staff, additional refresher training

What further improvements could be made by the individual concerned to prevent a reoccurrence:

<p>Full Name:</p> <p>Address:</p> <p>Telephone No:</p>

Witness Details:



Full Name:

Address:

Telephone No:

Please tick relevant boxes that best describe factors which could have contributed to the accident/incident:

- Defective Premises
- Defective plant/equipment/tools/materials (indicate which)
- Incorrect/defective protective equipment (indicate which)
- Poor layout of premises
- Poor housekeeping e.g. storage etc
- Poor environment: heating/noise/lighting/ventilation (indicate which)
- Poor behavioural management
- Lack of suitable supervision
- Lack of training/knowledge/skill (indicate which)
- Failure to plan
- Failure to appreciate risks
- Lack of care
- Incorrect use of protective equipment/protective equipment not being worn (indicate which)
- Lack of client information



- () Horseplay/fighting (indicate which)
- () Alcohol/medication (indicate which)
- () Workload – fatigued/pressure (indicate which)

Yes No

- () () Has a risk assessment been carried out for this activity?
- () () Had the hazards been identified?
- () () Had any action been taken to eliminate or minimise the risk (s)?
If yes please specify
- () () Were the documented procedures in place?
- () () Were the procedures being followed?
- () () Do the current Procedures require review?

Investigation Details:

Please summaries accident/incident ‘cause and effect’ and action taken.

PLEASE SEND COMPLETED FORM BACK TO THE HEALTH AND SAFETY OFFICER

<u>FOR USE BY HEALTH AND SAFETY OFFICER ONLY:</u>		
Investigation carried out by:	Signature:	Date:
Line Manager/Head Teacher:	Signature:	Date: