



AISL
HARROW
SCHOOLS
哈罗学校

HEALTH & SAFETY POLICY (HS58)

APPLIES TO:	All Staff, Students, External Service Providers & Other Stakeholders
AISL RESPONSIBILITY:	Group Director of Operations
SCHOOL AUTHOR(S):	
LAST UPDATED:	15 th August 2024
REVISIONS: (Reviewer to enter initials and date)	AHU - 22 nd July 2022 EWU - 28 th July 2023 CLC - 30 th July 2023 EWU-12 th August 2024 CLC-15 th August 2024 EWU – August 2025, CLC- 21 st August 2025 EWU – July 2026

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, visitors, contractors 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 will ensure through the Health and Safety Committees that the appropriate measures are carried out.
- The School Head will co-ordinate health and safety policy and practice in the School as a whole and House Masters, Heads of Department, 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: it can be inspected at any time by contacting the School Head.
- Any shortcomings, omissions or errors are to be reported to the School Head by email.

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 AISL Harrow International Schools.

- Corridors, fire exits and thoroughfares forming a means of escape must be kept free of obstructions. Normally-closed fire resistant doors must be kept closed.
- Fire exits must not be locked at any time. The exit controlled by the security system should be equipped with a “break glass” or “manual release” door opening device.
- Spillages and breakages must be cleaned up immediately. “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 Head, Director 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 Head, School Director/Manager of Operations immediately.

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 if have.
- 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, School Director/Manager 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 AISL Harrow International School
- Conduct Risk Assessments of all school activities and premises.
- Allocate sufficient funds in annual budgets for Health and Safety continuous improvement.

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 is the first person responsible for School's Health & Safety Management. The Head 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 will ensure that:

- The School has an approved *Health and Safety Policy* 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.
- All Health and Safety Audit findings & actions are followed up within the schedule assigned.
- 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 Management 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, national and local regulatory 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 School Head.
- Ensure that all personnel receive appropriate health & safety training including evacuation procedures and fire precaution instructions.
- Ensure all window restrictors are properly fitted to windows and in good working condition.
- 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 Head, Director of Operations and/or Chinese Principal should be notified of any defects.
- Ensure that any personal electrical equipment brought into the Department is checked by the Facilities Management Team.
- Regularly carry out drinking water hygiene testing to ensure compliance with the national drinking water standards.
- Maintain adequate ventilation to meet national indoor air quality standards.
- 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 Head, Director/Manager of Operations of any defects, which could jeopardise the health and safety of those persons in the Department.

House Masters/House Mistresses (or in his or her absence, the Resident House Tutor or Matron)

Responsible for: Resident House Tutors, Students, Support Staff, Visitors and Families.

The House Master/Mistresses have responsibility to:

- Read, understand, implement and promote the School Health and Safety Policy.
- Carry out annual risk assessments within their areas of responsibility in conjunction with the Head, Director of Operations and/or Chinese Principal and Assistant Head.
- Ensure that all personnel receive appropriate Health and Safety training including evacuation procedures and fire precaution instructions
- Ensure all window restrictors are properly fitted to windows and in good working condition.
- 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).

- Conduct one fire drill per term in conjunction with the Head, Director/Manager of Operations, Facilities Management Team and keep appropriate records.
- Ensure correct signage is displayed and in good condition; the Head, Director of Operations and/or Chinese Principal should be notified of any defects.
- Ensure that any personal or public used electrical equipment brought into the Boarding House is checked by the Facilities Management Team.
- Regularly carry out drinking water hygiene testing to ensure compliance with the national drinking water standards.
- Ensure that any First Aid boxes are correctly stocked and the location clearly marked.
- Ensure that every member of the House is aware of the name and location of the nearest qualified First Aider.
- Inform the Head, Director/Manager of Operations of any defects which could jeopardise the health & safety of those persons in the boarding block.

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. School Head will advise on what is required.
- 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 School 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 School Head and the Department Head. 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 meeting (meet at least once a term)

The membership consists of:

- School Head
- Principal Deputy Headmaster
- The Chinese Principal (if has)
- The Assistant Head
- The Head of the Lower School
- The Head of Sport/PE
- The Head of Science Department
- The Head of School Operations
- Housemaster

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 Chinese Principal or the School's representative
 - Follow the School's safety rules and comply with any safety instructions given by our representative
 - All hazardous construction work cannot be started without permission from the School.
 - Hazardous Work permits and Licenses checking are priority, such as for hot work, work at height and access confined space

- 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
- Prevent kitchen fire risks and use water, electricity, and gas safely

8. ACCIDENT/INCIDENT REPORTING, RECORDING AND INVESTIGATION

8.1 All accidents must be reported using the Incident Reporting Form, which can be found in the Staff Handbook, and a record of all reported incident must be kept by the Director of Operations' office.

8.2 Reporting

All incidents/accidents no matter how small, must be reported to the Chinese Principal/The Deputy Head by completing the Incident Reporting Form. The significant incident/accident, such as severe injury and hospitalisation, fire, gas leakage, flooding, building collapse, food poisoning etc, shall be reported to the Head and the Group within one hour and relevant government institute (based on its regulation) according to the Group reporting matrix – Emergency Escalation Procedure (refer to Appendix 1). The member of staff responsible at the time injury/incident occurs, for example during a lesson/trip/sports match should complete the form. If the injury/incident occurs in a boarding House the House Master/House Mistress or the Resident House Tutor should complete the forms. It is not the responsibility of the Health Care Centre to fill out Incident Report Forms.

The Chinese Principal 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.

8.3 Near Miss Reporting

Staff should report near miss incidents to the Chinese Principal (via email). They will be recorded and monitored as a proactive measure to prevent accidents occurring. All incidents and near miss occurrences will be logged and reported to the Governing Body annually as well as in HEOVs.

8.4 Accident Investigation

All incidents/accidents should be investigated to prevent further occurrence. The Chinese Principal 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.

All incidents/accidents should be addressed with preventive and corrective action plans and followed up until completion.

9. FIRE SAFETY POLICY AND PROCEDURE

9.1 Introduction

The School's priority is to minimise the risk to life and to reduce injury by maintaining the fire safety of the School, by ensuring that staff, students and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at AISL Harrow International School are designed to help its community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

9.2 Role of the School Fire Safety Manager

- The Chinese Principal (if has)/The Deputy Head is the designated School Fire Safety Manager, and is responsible together with the Assistant Head and the Health & Safety Committee (H&SC) for ensuring that:
 - The Board of Governors and the Senior Leadership Team (SLT) keep the Fire Safety Policy under regular review.
 - The Fire Safety Policy is promulgated to the School community.
 - Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
 - Procedures and arrangements for emergency evacuation are regularly tested and lessons learnt.
 - Fire risk assessments are regularly reviewed and updated.
 - Fire prevention measures are followed.
 - Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
 - Records are kept of all fire practices.
 - Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

9.3 Fire Drills

Fire Drills are carried out in accordance with the local fire safety statutory requirements. Fire drills should be as realistic as possible. Accordingly the minimum number of staff should be advised of the date and time. Security must be advised prior to the drill.

The frequency of drills shown below is the minimum. Should the drill show deficiencies in the system of implementation, further drills will need to be organised.

An escape route or staircase may be closed for a drill (if so, the escape route / staircase which is closed will be rotated).

A copy of the fire drill / alarm report must be completed by the Facilities Management team and the form must be given to the Chinese Principal and The Deputy Head.

Every term a fire drill must be carried out, once in the daytime and once at night. In the Autumn Term the night practice must be carried out over the first two nights, and the daytime practice within the first 7 days. This will be organised by the School Head. The night drill shall cover all residents living on campus.

9.4 Fire Fighting Equipment

The School must obtain the government's approval documents for its firefighting facilities. The School needs to make sure that the system is functioning properly.

Schools should configure necessary and appropriate fire protection facilities and equipment according to the specific fire risk of the locations

The Fire Watchman must be licensed for the requirements of local fire regulations.

Sprinklers, hose reels, extinguishers, fire detecting devices, sand buckets and fire blankets (where appropriate) are located in buildings in accordance with the local statutory requirements. The fire alarm can be manually activated by breaking the 'break glass' unit located near the hose reel. Smoke/heat detectors are installed in the Boarding Block, which will automatically activate the fire alarm when smoke/heat builds up.

All fire-fighting equipment should be regularly maintained and tested by a qualified third party according to local regulations to make sure it's always ready to use.

9.5 Fire Organisation

Strategic

The Health and Safety Committee (H&SC) is responsible to the Board of Governors for the fire organisation and procedures for the School. The Chinese Principal/The Deputy Head co-ordinates the organisation and procedure on behalf of the H&SC with provision/ maintenance/ renewal of the detection/ alarm systems, fire-fighting equipment and escape provisions.

Accounting Responsibilities

Those listed below, or their nominated deputy, are responsible for taking registers of students, staff and external service providers after an alarm has sounded. The chain of command is as follows:

- Lower School students and Teaching Assistants (including any parent helpers) will be registered by the Class Teacher. Once the register is complete, the Class Teacher should confirm attendance with the Head of the Lower School (or in his absence, Deputy Head of the Lower School). Once the Lower School attendance has been ascertained, the Head of the Lower School passes the results of the registers to the Assistant Head. The Year Leader should account for the Teaching Assistants (where the Teaching Assistants are shared by several classes).
- House Masters/Mistresses are responsible for checking the names of each student of their respective house. Clipboards with student lists will be brought to the assembly point by the Upper School Office and the Assistant Head will hand them to the House Masters/Mistresses. Once all students are accounted for, the House Master/Mistress will inform the Assistant Head.
- House Pastoral Teams should report to the Resident House Tutor of their house. All matrons should report to the Resident House Tutor of the House that occupies the floor they live on. The Resident House Tutors should inform the Assistant Head after completing the register.
- Members of the teaching staff (including any Teaching Assistants not mentioned so far, maternity cover etc) who do not have a House attachment report to the Upper School Head. The Upper School Head will then confirm their attendance with the Assistant Head.
- All External Curricular Activities providers should report to the Head of Extra Curricular Activities.
- Part time /visiting musicians report to Head of Music Department who liaises with the Chinese Principal.
- All Administrative Staff should report to the Chinese Principal/The Deputy Head.
- All staff in the School Health Care Centre should be registered by the Health Care Centre Manager, who informs the Chinese Principal/The Deputy Head.
- All catering staff report to the Catering Manager, who liaises with the Chinese Principal.
- Lifeguards report to the Head of Sport/Swimming who liaises with the Chinese Principal.
- All Facilities Management staff report to the Facilities Manager or their Assistant, who liaises with the Chinese Principal/The Deputy Head
- All visitors/parents/guests should report to the Upper School Office Staff.

School Building Out of Term

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

Reporting Responsibilities

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

Staff Register

- Lists of all Upper School and Lower School teachers and pupils are kept in their respective school offices. Administrative Staff hand out the lists to the Designated Member at the Assembly point.

- A log sheet for teachers going out of the School for their personal appointments is kept at the School Reception. The Receptionist hands out the lists to one of the Designated Members, at the assembly point.
- A list of all administrative staff is kept at the Reception Counter.



9.6 Fire Procedures

On Discovering a Fire

Immediately shout “Fire” “Fire” “Fire” and break glass of the fire alarm units which are positioned near the fire hose reel in corridors and leave the building via the nearest exit route, and proceed at walking pace to the assembly point.

On Reporting a Fire

Immediately call “110 or 119” (or any designated number to the Fire Department where the School is located) as soon as a real fire confirmed. When reporting a fire, the School address, the fire object, the size and scope of the fire should be stated. Personnel should be arranged to guide fire vehicles at intersections.

On Extinguishing a Fire

Volunteer firefighters of the School carry out the extinguishing of the initial fire. Please note that personnel without fire-fighting training and all pupils are strictly prohibited to participate in firefighting.

On Hearing the Fire Alarm during the day

- Immediately walk to the nearest exit route and make your way to the Assembly Point.
- Do not stop to collect belongings, lock drawers or close windows
- Do not use the lifts. If you are in the lift when the fire alarm sounds, the lift will stop at the nearest floor; you should use the nearest exit route to leave the building
- Each floor warden shall check every room and urge everyone on the floor to leave the building via the route to the nearest exit.
- Once at the Assembly Point, Upper School students should line up in their Houses, in alphabetical order, by Year group.
- Upper School students should line up on (specify the location at the Assembly Point). The Houses should be arranged in ‘floor’ order with the lower floors nearer to the half way line.
- Lower School pupils should be organised on (specify the location at the Assembly Point) in their classes. The Early Years pupils should be at (specify the location at the Assembly Point).
- Pupils should remain quiet and orderly until told otherwise.
- All administrative staff, external service providers and contractors should also assemble on (Specify the location).
- The Designated members should take attendance of the people they are responsible for.

On Hearing the Fire Alarm at night

- Wake anyone who shares your room.
- Leave the building in a quiet and orderly manner using the nearest available exit route.
- Close all doors behind you.
- Knock on any closed doors and shout “FIRE” to alert occupants.
- Do not stop to collect personal belongings.
- Do not use the lifts

- Each floor warden shall check every room and urge everyone on the floor to leave the building via the route to the nearest exit.
- Do not re-enter the building until authorised to do so by the Chinese Principal, the Assistant Head or your House Master/Mistress.
- Do not attempt to fight the fire. Personal safety must always take precedence over property.
- Students should line up in their Houses, by alphabetical order, by Year group.
- House Pastoral Teams and other resident staff should report to their House Master or House Mistress

NB: In the event of a rain storm, or other adverse weather conditions, the assembly point is (Specify the location)

Fire Evacuation for the Residents of Staff Accommodation

- Shout “ Fire” “ Fire” “Fire and break glass units which are positioned near the fire hose reel in corridors, or call (State the telephone number).
- Evacuate the building using the most direct route of the stairwells. If you are in the lift when the fire alarm sounds, the lift will stop at the nearest floor, you should use the nearest exit point to leave the building
- All families should assemble on (Specify the Assembly Point) and the Facilities Management Team will take a register. Please note that all residents must inform Facilities Management if you and any members of your family are going to be out of your flat overnight (i.e. it will be empty for the night).

Liaison with the Fire and Rescue Service

The Security Guards / Facilities Management Team will direct the Fire and Rescue Service on their arrival. When registers have been taken, FM will be contacted to confirm that all are present or who is still missing. FM must then pass this information to the Fire and Rescue Service.

Re-Occupation

Once the Fire and Rescue Service have given the all-clear, the Facilities Management Team will communicate that to the Chinese Principal, Assistant Head or their nominated Deputy, who will then dismiss the students and staff by Year group or by House. **No one should leave the assembly point until they are informed by one of the designated persons.**

Fire Procedures for Public Examinations

- If there is a fire alarm, the ‘fire squad’ teachers 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.
- Each ‘fire squad’ member will be in charge of a small number of candidates (the number will depend on the number of pupils in exams at that time) as directed by the Assistant Head or the Head of Upper School 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, in separate groups, making sure that there is absolutely no communication whatsoever between the candidates.
- The assembly point will be (Specify the Assembly Point). The alternative location will be (Specify the Assembly Point).
- The Assistant Head or the Head of Upper School 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
- NB: If the fire alarm goes during an evening examination and it is unclear whether there is a genuine fire or not, the Designated Person will contact the fire squad staff to ensure that they are not risking their lives to enter the building. Instead, they should go directly to the assembly point and await the arrival of the students. The Assistant Head or the Head of Upper School will dismiss them at appropriately safe intervals and the fire squad should organise them (as above) when they arrive at the assembly point.

Occupants with Disabilities

Where there are occupants with disabilities, which could affect their movement, hearing or sight, House Masters or House Mistresses, Heads of Department and other Line Managers are responsible for ensuring these controls can be followed, and for completing the Fire Safety Risk Assessment and submitting a copy to the Chinese Principal's office.

Students: The House Master or House Mistress should assess the safest method of evacuation and communicate that to the student.

Staff: The Head of Department 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.

9.7 Fire Control/Prevention Measures

The following fire control/ prevention measures are in place at Harrow International School, Harrow LiDe Schools or Harrow Little Lions Center (Insert the name of City):

No Smoking

- No smoking is allowed on campus
- **Fire Safety** Candle usage is prohibited on campus
- Naked flames should be avoided except for school catering or educational purposes (under the guidance of school staff or specialist)

Firefighting Facilities Maintenance

- Firefighting systems must be checked, maintained and tested regularly for the local fire code requirements.
- Carry out building fire protection facilities inspection and electrical fire protection annually by a registered and certified 3rd party for the local fire code requirements.
- The application of fire protection IoT systems and other new fire prevention technologies is recommended for use on campuses.

Hot Work Management

- Hot work permit must be obtained prior to operations.
- Remove all combustibles within 11 meters of the hot work spot.
-
- Sprinkler should be in place as protection for indoor Hot Work.
- Hot work must be manned on site.
- Hot work is not allowed at night.

Fire interruption

- Fire interruption permit must be approved prior to operations
- The interrupted firefighting equipment should be replenished in time once the construction is completed.

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, offices and bedrooms.
- Sprinklers, hose reels sand 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. Smoke/heat detectors are installed in the Boarding Block which can automatically activate the fire alarm when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm systems is located in (Specify the location) and duplicated panels are located in (Specify the location), are 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 quarterly 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 main kitchen and all other kitchens on site are fitted with heat detectors and 30 minute fire doors

Electrical Safety

- The School Electrical Contractor checks and tests circuitry within buildings.

- Only electrical equipment that meets the mandatory certification standards for electrical safety can be used.
- Circuits are RCD protected and meet the requirements of the local regulations and practice for the electricity (wiring).
- No one should make any changes to electrical wiring except a registered/School appointed electrician.
- Power extension cords are not permitted in student houses unless it is approved by a registered electrician.
- Circuits RCD shall be tested monthly by registered electricians.
- 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.
- Make infrared thermal image inspection on electrical circuit annually to eliminate electrical fire hazards.
- 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.

Lighting Protection

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

Gas Safety

- All gas equipment in the Science Laboratories and Canteen is regularly maintained and serviced by the Registered Contractor.
- The lab technician checks that gas valve is switched off at the end of the day
- The Catering Manager checks that all kitchen gas valves are switched off at the end of the day.
- The Emergency response plan for gas leakage should be in place.

Safe Storage

- Flammable materials used in teaching or maintenance are locked away.

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.

9.8 Fire Precautions/Control Measures in Boarding Houses

Items not allowed in student rooms

- Electric kettles and coffee machines

- Electric heaters & fans
- Toasters and sandwich makers
- Microwave ovens
- All cooking equipment, including cookers, baby belling type cookers, electric rings, hot plates, gas hobs
- Fridges
- Fairy lights
- Electric blankets
- Open lamp without shade
- Lava lamps and Standard lamps
- Anything fixed to ceiling
- Material hanging across the room
- Posters, drapes, etc. above lamps
- Non Standard transformers
- Multi adapters
- Irons

Items not allowed in escape routes

- Obstructions to fire exit doors
- Storage of easily combustible materials
- Wedges to fire doors within escape routes
- Obstruction to escape corridors
- Any unplugged electrical items at night
- Where there is a single escape route, no equipment is allowed in the escape corridor

Electrical Equipment in student rooms

- Electrical equipment within bedrooms must only be positioned on the bedside cabinet, chest of drawers, desks or other hard surface.
- No electrical equipment should be left on a bed
- Equipment must be turned off when not in use
- A visual check of students' equipment is carried out termly by the Facilities Management Team. Any equipment that does not have a CE/3C or local electrical safety mark (on either the charger or piece of equipment) is tested and can only be used if it passes this test.
- All adapters must be fused and CE/3C or local electrical safety marked.

Wedges to doors

- Fire doors in corridors cannot be wedged open at any time.
- Wedges on fire doors to bedrooms/House rooms are only allowed in the following circumstances:
 - whilst cleaning, a maximum of two rooms per time. The cleaner must be instructed to remove the wedges should the fire alarm sound.
 - during prep, where appropriate for pastoral/supervision reasons, doors can be wedged open provided, when a member of staff is within the area; a member of staff and students remove all wedges should the fire alarm sound.
- All wedges must be removed from all doors at night time.

9.9 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 Li De Schools or Harrow Little Lions Center (Insert name of the City). 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 Chinese Principal's Office. Any comments or suggestions for improvement are always welcome.

10. HEALTH AND SAFETY MONITORING

10.1 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.

10.2 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, equipment etc.
- Risk Assessments for all facilities, activities, trips etc.
- Internal and external audits.

10.3 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 from lessons and make further improvement and demonstrate a commitment to improving health and safety

10.4 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 (HS58)* and complete a Health and Safety Course in AISL Academy Course (CO09).
- Carry out weekly, monthly, and 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, Chinese Principal, 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, Chinese Principal, 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, Chinese Principal.
- 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 boarders 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

11.1 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.

11.2 Responsibility

The Governing Body and Senior Leadership Team of Harrow International School, Harrow Li De Schools or Harrow Little Lions Center (Insert the name of City) 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 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 Chinese Principal.

11.3 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/split 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

Name of First Aiders

The names of the first aiders are listed below:

Name	Surname	Department

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

11.4 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 (Insert External Agency's Hotline Number) and the Health Care Centre should be called immediately. It is also important that Facilities Management Team Hotline (Insert the telephone number) is informed about

the location of the incident and ambulance arrival. Where relevant, the Residential Matron will also be called to attend the scene.

- 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.
- First Aiders will deal with minor injuries within their personal competency, referring the injured person for primary care provision if necessary. More serious injuries 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 role 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 (Insert the job title of the person); emergency procedures must be part of this risk assessment.

11.5 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 Chinese Principal.

11.6 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.

11.7 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 Chinese Principal as a near miss incident.

12. HEALTH AND SAFETY INSPECTION POLICY

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

12.2 Inspections

Heads of Department, House Masters and House Mistresses, Line Managers (Designated Persons) are required to undertake an annual formal health and safety inspection of their area(s) of responsibility, in conjunction with the Chinese Principal/The Assistant Head. 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 Chinese Principal 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 Chinese Principal/The 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 Deputy Head/Chinese Principal's Office for record keeping and action as necessary.

13. DISPLAY SCREEN VDU POLICY

13.1 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:

- Chinese Principal
- Heads of Department
- Designated Persons

13.2 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.

14. LONE WORKING POLICY

14.1 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.

14.2 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.

14.3 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, House Masters and House Mistresses, External Service Providers have the responsibility to ensure that:

- All lone working activities and members for 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.

14.4 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.

14.5 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.

15. MANUAL HANDLING POLICY

15.1 Introduction

Harrow International School, Harrow Li De Schools or Harrow Little Lions Center (Insert name of the City) 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

15.2 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.

16. EARTHQUAKE SAFETY PROCEDURES

16.1 Introduction

Earthquakes strike without warning and the major shock is usually followed by numerous after-shocks which may last for weeks or months. The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving

buildings. Therefore, it is important to remain inside the building, quickly moving away from windows, glass and freestanding partitions and shelves and taking cover under a sturdy desk or table, in a doorway, or against an inside wall and covering your head with hands or clothing (Duck/Cover/Hold) until the shaking stops.

This is a frightening and difficult experience for all involved. It is important that teachers rehearse procedures with the age group of the children in mind and are all aware of the school's evacuation plan, the nearest exit point. A detailed plan and procedure in case of an earthquake occurs, will minimise risks and eventually save lives.

16.2 Procedures

Earthquake Safety Procedures – Indoors

- It is essential that all staff remain calm in the event of an earthquake.
- Do not attempt to leave the building during the tremor.
- Give **DUCK COVER HOLD** command.
- Get under desk or table or other sturdy furniture with back to windows
- If notebooks or blazers are handy, hold over head for added protection
- Stay away from windows, bookcases, or other heavy objects
- In science labs, activate emergency shut-off for all power and extinguish all burners if possible, before taking cover; stay away from hazardous chemicals that may spill. Science teacher and science technician to check the condition of substances considered a risk.
- **Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.** Posture must be such that the most vulnerable areas (the neck and chest) are protected. Teachers should protect themselves and prevent personal injury during an earthquake
- Count aloud to sixty and then sixty backwards. Ask students to count with you to minimise fear. For the youngest classes, teachers will lead appropriate songs during this time.
- After the shaking stops start counting again and count aloud to sixty. Sixty seconds after the shaking has stopped, students should be instructed to check carefully for injuries and dangerous objects such as broken glass before moving and standing up
- The Operations team or Security will turn off the gas and water pipes. Gas pipes are labelled and located in the back of the guard office.

Evacuation

- Follow Drop/Cover procedures
- Call names out clearly (done as game according to age range) to check for injured and unconscious children
- Keep children in the drop/cover position whilst you assess injuries
- Only attempt to evacuate children with minor injuries – rescue services will need to attend to the injured
- Ask children to climb out from their cover – proceed with caution
- Keep the children together and walk them out of the building (after checking the state of the stairs, extreme care must be taken for loose debris) and take them to muster point
- Keep children together
- Keep a safe distance from any downed power lines
- Teachers need to work in a buddy system with another teacher or classes so that if one teacher is injured, the other will take care of students and get them to safety.

If Evacuation is not Possible

- Follow Drop/Cover procedure
- Call names out clearly to check for injured and unconscious children
- Keep children in the drop/cover position whilst you assess injuries (if possible)
- Keep movement to a minimum to avoid further movement of debris
- Use the whistle to attract rescuers
- The torch must be used if you are in darkness and /or buried
- Keep taking name checks of the children to check their status every 5 minutes

Earthquake Safety Procedure – Outdoors

- Assume **SQUAT AND COVER** position in an open space and protect vulnerable areas (the neck and chest). If notebooks or blazers are handy, hold over head for added protection, or use hands if necessary
- Maintain position until shaking stops
- Move away from buildings, trees, overhead wires, and poles
- After tremor stops go to Muster Point and make yourself known
- Do NOT enter the building until it is determined to be safe

Muster Point – (Insert Muster Point for the School)

- Report your last location for search of injured and missing children to the site coordinator or to the next senior person who has assumed responsibility
- Line up children
- Office to distribute to registers to teachers and teachers to check children
- First Aid Kits to be taken to Muster Points Office to check attendance of staff
- Any injuries to be registered with the site coordinator and a list to be compiled immediately
- Injured children to be kept together and designated member of staff to supervise them
- Report any missing students to Head of Operations immediately and designated members of staff to search for any missing children
- Walkie talkies to be distributed to designated member of staff
- Site coordinator to designate a member of staff to go to Parent Meeting Area and keep parents away from site
- One member of staff designated by site coordinator to attempt to call for rescuers.
- **DO NOT** return to building
- Stay alert for aftershocks:
 - If a secondary earthquake or “aftershock” occurs whilst the evacuation procedures are outside, students/staff should sit down and stay down.
 - If ordered by Head of Operations, start releasing children to parents, starting with youngest children. This release of children will be recorded.

Pick Up Point – Parent Meeting Area

In case of a major earthquake children will be sent home and released to parents as the parents arrive at the school to pick them up. School staff could supervise and stay with the children for 72 hours or longer from the Earthquake.

- Parents are informed by Security that they are not allowed to enter the site
- Children must not leave unless the site coordinator has ensured the registers shows the parent is picking-up.

- Children being collected by alternate adults must be checked off, adults need to sign the children off, the name of the adult need to be written down together with contact number and address where the child can be found.
- When the tremor occurs, the usual Drop/Cover, Squat/ Cover and building evacuations procedures will take place. A major quake will possibly cause more debris to fall and perhaps structural damage.
- It is unlikely mobile phones will be working as network coverage will be used by emergency services.
- It is important to stay as calm as possible.
- It is important to remember that in the event of a major earthquake, the extent of injuries cannot be predicted. It may be the key people themselves injured, so it will be important to make yourself known, find out who the alternates are, and report to them.

17. ASBESTOS BAN POLICY

17.1 Introduction

Students and school employees may be at risk from exposure to asbestos via fibers released into the air by the disturbance or damage of asbestos-containing material. Most asbestos-containing material can be properly managed where it is. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos Materials could be used in:

- Ceiling tiles
- Vinyl flooring (including backing and glue)
- Wallboard
- Duct work for heating and cooling systems
- Pipe wrap insulation
- Boiler insulation
- Kiln
- Cement sheets
- Textured paint or “popcorn” ceilings

17.2 Asbestos Management Procedure

- Schools should identify potential asbestos risks when implementing construction projects or procuring new equipment or materials.
- Schools must safely dispose of asbestos materials in accordance with regulatory requirements and protect personnel from asbestos exposure.
- Perform an original inspection to determine whether asbestos-containing materials are present and then re-inspect asbestos-containing material in school every three years.
- Develop, maintain, and update an asbestos management plan and keep a copy at the school
- Provide yearly notification to teachers and employees on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned, if have in the school.
- Designate a contact person to ensure the responsibilities of the school are properly implemented.
- Perform periodic surveillance of known or suspected asbestos-containing building material and equipment.
- Ensure that trained and licensed professionals perform inspections and take responsive actions.
- Provide custodial staff with asbestos awareness training.



Appendix 1: Health and Safety Emergency Escalation Procedure

Priority	Incident Examples	1 st Reporter (School level)	Response Time Request	Communication Channels	Regular Update Request
IV	- o Government inspections found warning - o Others crisis identified by the school	Head of Operations	Oral report in 8 hours Written report in 48 hours	Phone Call WeChat/WhatsApp Teams and Email	Every two days
III	- o One person injured on the job and sent to the hospital - o Others crisis identified by the school	Head of Operations	Oral report in 4 hours Written report in 24 hours	Phone Call WeChat/WhatsApp Teams and Email	Every day
II	- o Flood or severe waterlogging will affect teaching - o Earthquakes with a magnitude of 4.5 to 6 on the Richter scale - o Others crisis identified by the school	Head of Operations	Oral report in 2 hours Written report in 4 hours	Phone Call WeChat/WhatsApp Teams and Email	Every 4 hours
I	- o Immediate school suspension due to natural disasters or requests from EDB or government authorities - o Campus terrorist attacks - o Bomb threats - o Beast Attack - o One person dies on the job, or two or more people are seriously injured and sent to the hospital - o Earthquakes with a magnitude of 6 or higher on the Richter scale - o School bus traffic accident with injuries	Head of Operations	Oral report in 1 hour Written report in 2 hours	Phone Call WeChat/WhatsApp Teams and Email	Every 2 hours

	- o Fire incident - o Gas leakage - o Suspected food poisoning incident - o Infectious disease case - o Others major incidents identified by the school				
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