

# Garodia International Centre for Learning Mumbai



## Health and Safety Policy



Version  
Status

1  
**CURRENT**

Date  
Next review date  
Summary

Reviewed March 2018

Policy drawn up by Head of School and SLT. Reviewed, edited and approved by Board and Senior Leadership Team annually.

## Rationale

At GICLM, keeping student's safe is everybody's responsibility

Ensuring the health and safety of students, all staff and visitors and positively promoting health and safety is a priority and essential to the success of the school. GICLM wishes to create an environment where all feel safe, secure and can thrive.

In compliance with Indian Statutory Regulations, the Board and Senior Leadership Team are ultimately responsible for, and committed to, effective health and safety leadership ensuring sufficient resources as identified and conducting risk assessments to determine appropriate measures to be put in place to effectively manage those risks identified.

### Key Principles

- All reasonable steps are taken to comply with health and safety legislation
- A healthy working environment is maintained including adequate welfare facilities.
- All employees are made aware of their responsibilities and duties by providing adequate training, information and communication and thereafter adequate supervision.
- All reasonable steps are taken to ensure that the premises are maintained in a safe and hygienic condition with safe access and egress, all buildings, machinery, materials and equipment are safe to use and arrangements exist for the safe use, handling, transportation and storage of materials at work
- Disaster and recovery plans for any reasonable foreseen incident are drawn up (eg fire, earthquake, intruder) with adequate training given to the community.
- Ensuring that general precautions and actions are instituted for the prevention of, and education about, communicable diseases.

- Implementing a routine of active checking of agreed systems for health and safety management.
- Implementing a system of Risk Assessments and procedures for all regular and special school and non-school based activities/events.
- Setting targets and objectives to ensure a culture of continuous improvement and review.
- Reviewing all systems at annually or more often in light of major shortcomings or events.

## Organization and Responsibilities

This section identifies the names, positions and duties of those within GICLM that have responsibility for Health and Safety.

### **Duties of the Board**

- The Board are responsible for ensuring the implementation of this policy.
- To delegate responsibilities as appropriate to School Leadership and the Building Supervisor.
- To ensure that competent health and safety advice is being sought and acted upon appropriately.
- To ensure that adequate health and safety policies, risk assessments and procedures exist, are acted upon and reviewed annually.

### **Duties of the Head of School**

- The Head of School is the Board's representative for all aspects of health and safety.
- To ensure that a clear written health and safety policy is developed and reviewed as appropriate.

- Daily responsibility for ensuring compliance by the community with this health and safety policy so far as this is reasonable practicable.
- Advising the Board about the resources, both human and physical, that are required to maintain good standards in health and safety.
- To oversee and contribute to the creation and successful implementation of all aspects of Health and Safety through positive personal leadership acting as the focal reference point for health and safety matters and as a source of advice.
- Delegate responsibilities for the implementation of the policy and procedures to the Building Manager, Senior Leadership Team, and staff (eg Nurse) as necessary.
- Agree with senior leadership the health and safety targets and objectives as set annually and their inclusion in the School Development Plan.
- Monitor the systems in place for the effective implementation of all aspects of health and safety for the school.
- Maintain the profile and culture of health and safety to ensure that best practice standards are maintained at all times.
- Ensure the provision of adequate information, instruction, supervision and training for staff and the wider community as identified.
- Ensure that the school complies adequate recording systems to influence the positive development of health and safety.
- Ensure that accidents, incidents and complaints are properly investigated and actioned.
- To ensure that adequate health and safety policies, risk assessments and procedures exist, are acted upon and reviewed annually.

### **Duties of the Senior Leadership**

- The Primary and Secondary Heads are the designated Health and Safety officers for their sections of the school, acting in conjunction with the Head of School as necessary.

- Will make recommendations to the Head of School for developments and improvements in Health and Safety.
- To apply, support and develop the school's health and safety policy and subsequent refinements as a key feature of their leadership roles.
- Have complete familiarisation with the current regulations and codes of practice and guidance within their sections (eg laboratories) and all equipment and facilities therein.
- To ensure that regular health and safety checks and inspections on all equipment (at least annually) and facilities (at least monthly) are carried out.
- To ensure that staff are educated and trained for use of all equipment and all aspects of health and safety within the school (eg policy awareness and implementation).
- To ensure that Risk Assessment are carried out by all staff for all daily activities (eg in laboratories, sports facilities, play areas) and before permission is given for external trips and visits by school members.
- To ensure that regular reports (eg incident, near miss, medical, counselling) and records are maintained, reviewed and acted upon.
- To act upon serious incidents within their area of responsibility and investigate effectively.
- Promoting a positive culture and auctioning towards health and safety from all staff, students and other community members.
- To resolve all issues with staff members whenever possible and refer to the Head of School as necessary.

#### **Duties of the Building Manager**

- Will report directly to and advise the Head of School about all aspects of health and safety on a regular basis.
- Will be the focal point for the day to day reference of health and safety matters.
- In liaison with the Head of School and Senior Leadership, will ensure that all emergency procedures are created for Fire, Earthquake and Intruders and

that all human and physical aspects of these policies are in place at all times and are reviewed at the start of each academic year (see Emergency procedures section).

- Have responsibility for the education and practice of emergency systems with the community regularly (at least 3 times annually and compulsory practice at the start of school academic year) including clear information signage displayed in prominent positions.
- Will be responsible for, and carry out, regular safety inspections (monthly) through effective liaison directly with the Head of School and Senior Leadership.
- Will coordinate all physical and human aspects of the building to ensure that the health and safety policy is carried out (eg works, repairs, systems, first aid).
- Will oversee and ensure that all visitors, contractors, workmen, security and service staff are aware of relevant health and safety standards and procedures as appropriate and provide training where necessary (eg fire)
- Have responsibility for the maintenance and testing regularly of all equipment ensuring effective systems operate in the case of emergencies (eg fire, earth quake, intruders).
- Liaise with all external bodies to ensure the safety of all community members (eg fire service, hospitals)
- Ensure that they have adequate familiarisation about the premises, plant and equipment to offer educated advice to those that require it.

#### **Duties of Academic Staff**

- All academic staff are in effect health and safety officers and are responsible for their own safety and that of others by complying with the school's health and safety policy and procedures.
- Should cooperate with Senior Leadership and take responsibility for all health and safety issues in their specific areas and during external approved trips.

- Have direct responsibility for the supervision of students giving clear instructions and warnings as appropriate to maintain their health and safety.
- Will acquire a complete familiarisation with the current regulations and codes of practice and guidance within their sections (eg laboratories) and all equipment and facilities therein using equipment in accordance with instructions.
- Will acquire a thorough understanding of procedures and their role in the case of daily school activities alongside emergency situations (eg fire, earthquake, intruder alert).
- Will report all accidents, defects, near misses and dangerous situations to their line manager immediately.
- Will complete Risk assessments as required for any activities.

#### **Duties of other employees**

- All service and support staff are in effect health and safety officers and are responsible for their own safety and that of others by complying with the school's health and safety policy and procedures.
- Have the same responsibilities as teachers in their areas of work towards equipment, people and reporting.

#### **Duties of Students**

- Are expected to comply with the school's health and safety policy and procedures as required.
- Are expected to follow the directions of school staff regarding health and safety.
- Are expected to support and advise their fellow students in matters of health and safety (eg avoidance of dangerous situations).
- Dress appropriately and act as advised for activities (eg laboratory, sports, trips).

**Duties of Parents and Visitors**

- Are expected to comply with the school's health and safety policy and procedures as required.
- Are required to comply with the school's signing in/out system to access/ egress the site.
- Are expected to follow the directions of school staff and comply with the school rules.



## Procedures

### **The Infirmary, First Aid, Medical Emergency and Accidents**

The School nurse is responsible for administering basic first aid, responding to accidents and giving informed medical advice to leadership about incidents. First aid boxes will be located at strategic positions in the school (eg laboratories) It is important that all staff remain vigilant when considering the health of students and ensure that prompt and appropriate action is taken in all cases.

#### **Level 1: Minor Injury or illness requiring on-site treatment<sup>1</sup>**

Most incidents are minor Level 1 incidents are normally treated onsite. The supervising adult may send the child independently or with a partner/ adult depending on the age of the student. The nurse will contact the parents to indicate that the student has been cared for.

Examples:

- Child feeling unwell (e.g stomach ache) but no obvious signs of a high temperature or serious discomfort
- Isolated vomiting
- Minor scrape, bruise, graze or superficial cut
- Minor injury from eg sports

#### **Level 2: Incidents or accidents requiring offsite treatment**

Level 2 incidents are likely to require off site treatment. An adult must accompany the child to the nurse until released by them (Release should be done as soon as possible). The Nurse will contact the parents who will either give permission for the child to be treated by the school or will collect their child.

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<sup>1</sup> The 3 levels are adapted from the British Schools Foundation policy p8/9

Examples:

- Repeated vomiting
- A high temperature (+38 C)
- Bump to the head
- Potential sprains or breaks
- Deep cuts possibly requiring stitches

### **Level 3: Emergencies**

These are very serious incidents that may be life threatening or require immediate specialist treatment. An adult must stay with the child and nurse until the child is stable, handed over to an external medical professional and/or taken to the appropriate hospital. If parents are unable to travel with the emergency services then a member of the school staff must travel with the child.

The order of communication in a Level 3 incident must be:

First call: To an ambulance/ emergency services for treatment

Second call: To parents to inform them of the incident

Third call: To senior member of academic staff on site

Examples:

- Child is unconscious,
- Signs of shock (pale, shaking, severe sweating)
- Severe cut or break

### **Absence of School Nurse at School**

The Front Desk will deal with all incidents in consultation with available leadership.

The school will endeavour to train a number of staff as qualified first-aiders to act in case of emergency.

### **Procedure for Effective and Prompt Communication**

Effective and prompt communication is essential in matters of Health and Safety. In order to achieve this objective it is important that all staff follow these guidelines:

#### **Communication between staff**

- The School Nurse contact numbers are available to all staff.
- The phone numbers of School Nurses, Front Desk and all emergency numbers are displayed clearly on the wall of the infirmary.

#### **Communication with external agencies**

The phone numbers of all external emergency services are available in the following places:

Front Desk

Medical Room

#### **Recording of Incidents**

All levels of incidents should be recorded in the medical logbook by the School Nurse. This will require information from the supervising member of staff to ensure that information is recorded accurately. This should be completed as soon as possible after the incident and sent to the relevant member of the primary or secondary leadership team (This process should also be completed in the case of an adult injury also).

The School Nurse is responsible for maintaining a log of all incidents. This should include:

- The date, time and place of incident
- The name (and grade) of the injured or ill person
- Details of their injury/illness and what action/first aid was given
- What happened to the person immediately afterwards

The name and signature(s) of the person(s) dealing with the incident should always appear at the bottom of the record. A copy of this record will be kept in the incident file for future reference. The main contents of the reports may be shared with parents on request.

### **Medication Administration**

- The nurse will not administer any medicines to students without prior or current permission from parents.
- Parents or guardians may indicate this permission on a Parental Request for Medication form completed at the start of each academic year.
- For treatment of any ongoing medical condition parents must inform the school nurse in advance. Medicines must be brought to school in the original containers, to the school nurse. The nurse will supervise the intake of such medicines.
- Students requiring inhalers for treatments of asthma or severe allergic reaction will be allowed to carry inhalers or Epipens in their bags for immediate use.

### **Student Records**

- The School Nurse will compile a list of all medical ailments of students at the start of every academic year. This will include such items like allergies and conditions. This will be kept visible in the Infirmary for immediate consultation if required (eg emergencies). This list will be updated every term.
- Any medical information that needs to be appreciated by the staff will be communicated by the Nurse after permission from Senior Leadership.
- All trip leaders and staff will be appraised of all medical circumstances of students prior to leaving the site.

### **Infectious Diseases (see the school Handbook for a detailed list)**

The Nurse will be especially vigilant about any such circumstances.

- Senior Leadership should be informed of any such concerns immediately.
- The Nurse will keep themselves aware about current situations and guidelines issued from government and bodies like the recommended World Health Organization for dealing with infectious diseases and advise the Head of School appropriately.
- Personal hygiene and hand washing practices onsite should be advised by the Nurse.
- The Nurse will advise parents accordingly about the attendance of their children at school.

### **Emergency Response Procedures**

The Emergency Response Plan sets out the procedures and responsibilities for all such events and situations (eg fire, earthquake, intruder alerts).

### **Fire and Evacuation<sup>2</sup> (general)**

Detailed procedures should be placed in prominent positions in all classrooms with directional routes for evacuation leading to the general Assembly Point.

The Building Manager has specific responsibility for:

- Detailing any significant findings from the annual internal fire risk assessment and any action taken
- Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
- Testing of fire-warning systems, including termly alarm tests and periodic maintenance by a competent contractor:
- Recording of false alarms
- Testing and maintenance of emergency lighting systems
- Testing and maintenance of fire extinguishers, hose reels and fire blankets etc.
- Testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems

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<sup>2</sup> The specific Fire responsibilities are from Okewunmi Kim p16

- Recording and training of relevant people and fire evacuation drills
- Planning, organising, policy and implementation, monitoring, audit and review
- Overseeing maintenance and audit of any systems that are provided to help the fire and rescue service
- Overseeing all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

### **School Trips and Educational Visits**

All such activities are subject to similar standards of care. Risk Assessments will be completed by trip leaders and approved by the Head of School before permission is given for such activities to take place.

Please refer to separate policy and procedures for details

## Bibliography

Thanks are given to the following institutions for sharing good practice and ideas:

ACS International Schools

British Schools Foundation

Okewunmi Kim (author) British International School, Jakarta 2013

El Limonar International School (Cognita) 2017-18