

Myanmar International School of Yangon

Health and Safety Policy



Approved by: Ei Ei Zin(Board of Directors)

Date:

Last reviewed on: November 20th 2020

Next review due by: November 30th 2021

Policy Statement

This policy covers staff, students, visitors and other users of the premises. It aims to show how the Board of Directors and Head Teacher discharge their duties

The Senior Leadership Team of the and the Board of Directors are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and students and visitors.
- To provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness, by appropriate training if necessary, amongst staff, students and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

1. Roles and Responsibilities

1.1 The **Board of Directors** has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure that the plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & students.
- Review and monitor the effectiveness of this policy.

1.2 The **Head of School** is responsible for the day to day running of the school. He/She will:

- Promote a positive, open health and safety culture in school.
- Report to the Board of Directors on key health and safety issues.
- Seek advice from other organisations or professionals, as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures including evacuation and fire drills.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.
- Meet with the Facilities Manager regularly to ensure any building/grounds issues are dealt with in a timely manner.
- Ensure that regular Health and Safety inspections of the school grounds and facilities are carried out with the facilities manager and other relevant staff.

1.3 The **Senior Leadership Team** will support the Head of School in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the head of school if they remain unresolved.

- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for schools.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.
- Participate in the regular Health and Safety inspections of school grounds and facilities.
- Provide information when the school is hosting visiting groups and individuals regarding emergency evacuation procedures.

1.4 **The Facilities Manager** is responsible for day to day maintenance and other buildings / grounds issues. He/She will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Carry out regular Health and Safety inspections of the site and facilities with members of the Senior Leadership team.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully cooperate with health and safety arrangements during larger building projects.
- Ensure that cars parked on the school premises are not obstructing emergency exits or preventing access for emergency response vehicles at any time.
- Annual structural safety check of building

1.5 **All School Staff** will:

- Read the Health and Safety Policy.
- Comply with the school's health and safety arrangements.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Leave the classroom / playground / office in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise students and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident and incident reporting procedure (which is a separate document).
- Contribute to and highlight any gaps in the school's risk assessments.
- Model safe and hygienic practice for students.

1.6 In accordance with the school rules and procedures, **students** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Report any health and safety incidents to a member of staff.

2. Arrangements

2.1 Accidents and Incident Reporting

- The accident and incident reporting procedure is followed by all members of staff and is documented appropriately.

2.2 Administration of Medicines

- Medication is only administered to students when the parental consent has been given.
- The medicine will be administered by the school nurse and reported on the school management system.
- Medicines are only administered during school time when they have been prescribed by a child's doctor or other relevant medical professional, including the School Healthcare Manager (registered nurse).
- Medicines are kept in a locked cupboard in the school nurse's office.
- The only exceptions to this are asthma medication, 'epipens' (following discussion with parents) and other medication requiring a controlled temperature. These will be kept in appropriate locations, out of the reach of other students, as appropriate.
- Medication administered during the school day is to be kept to the minimum and only administered with a doctor's prescription and permission form parents.

2.3 Supervision of Students

- Sensible, safe behaviour will be promoted to students by all members of staff.
- Dangerous or risky behaviour displayed by students will be addressed and dealt with according to the school behaviour for learning policy.
- Students up to Year 11 will only be allowed into or stay in classrooms under adult supervision.
- Appropriate supervision of toilets will be in place at busy times by assigned members of staff.

2.4 Educational Visits

- All off site trips will be subject to risk assessment and procedures detailed in the school Educational Visits information will be followed by staff and students. **All risk assessments must be approved by the Head of School before any educational visit can proceed.**

2.5 Control of Substances Hazardous to Health (COSHH)

- The use of hazardous substances in school will be kept to a minimum. Hazardous substances include Chemicals, products containing chemicals, fumes, dusts, vapour, gases.
- The Facilities Manager will keep a written record of all hazardous substances on site and ensure that a COSHH (control of substances hazardous to health) assessment is completed for all hazardous substances used on site and is distributed to all staff working with hazardous substances and protective equipment will be supplied where necessary.
- The associated procedures and control measures will be funded and enforced.
- Staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products will be kept in their original containers, with clear labelling and product information in Myanmar and English.

- All deliveries to the school will be inspected for hazardous content before being distributed to departments or to members of staff.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

2.6 Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment assessment carried out annually and adjustments made to ensure safe practice. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Actions will be taken as necessary as a result of the assessment.

2.7 Electrical Equipment

- All items of portable electrical equipment in school are inspected and checked regularly by a qualified electrician.
- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any student or visitor who handles electrical appliances does so under the supervision of the member of staff.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a trained person.

2.8 Gas Appliances

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a trained person.
- Gas pipework, appliances and flues are regularly maintained.
- All areas with gas appliances are regularly checked to ensure that they have adequate ventilation.

2.9 Fire Safety & Evacuation of the Building

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices displayed in each classroom.
- A fire drill is practised and documented at least once a term by the Head of School.
- When hosting events, information is provided to visiting groups and individuals regarding evacuation procedures.
- Evacuation times and any issues which arise are reported to the Board of Directors.
- Fire extinguishers are checked annually by Rainflower (fire extinguisher company).
- Fire risk assessment of the premises will be undertaken regularly (at least once a month) by the Facility Manager
- The fire alarm is a loud siren
- Fire alarm testing will take place once a week.

- All staff will be trained in fire safety annually and all staff and students will be made aware of any new fire risks.
- Details of the fire evacuation plan can be found in the Emergency and Critical Incident Policy and Procedures, which is made available to all staff and reviewed annually.

2.10 First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Suitable training has been given to ensure that sufficient first aiders are available at any time.
- Portable first aid kits are taken on educational visits.
- A qualified first aider will be present on all school trips wherever possible.
- The Healthcare Manager holds and manages the list of qualified first aiders

2.11 Manual Handling

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely and are required to do so.
- All operational staff will receive regular manual handling training.
- Staff and students are expected to use the following basic manual handling procedures:
 - Plan the lift and assess the load.
 - If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
 - Take the most direct route that is clear from obstruction and is as flat as possible.
 - Ensure the area where you plan to offload the load is clear.
 - When lifting, bend your knees and keep your back straight, feet apart and angled.
 - Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

2.12 Working at Height

- The Facilities Manager retains and regularly inspects ladders for working at height.
- Students are prohibited from using ladders.
- Staff will wear appropriate footwear, clothing and safety equipment when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained staff with the correct safety equipment.
- Working at height training will be provided for maintenance staff.
- Failure to comply with these steps will result in disciplinary action.

2.13 Slips Trips and Falls on the level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

2.14 Playground Equipment

- Playground equipment and its use is supervised by academic staff during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained
- A decision is made by the Facilities Manager if inclement weather means that equipment becomes unsafe to use on a particular day..
- Playground equipment will be inspected on a daily basis by the Facilities Manager and action taken where there are risks to students or adults.

2.15 Violence at work

- We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff or students.
- All staff will report any incidents of aggression or violence (or near misses) directed to themselves or others to their line manager immediately. This applies to violence from students, visitors or other staff.

2.16 Smoking

- Smoking and the chewing of Betel is not permitted anywhere on the school premises.

2.17 Infection prevention and control

- We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.
 - Wash hands with liquid soap and warm water, and dry with paper towels
 - Always wash hands after using the toilet, before eating or handling food, and after handling animals
 - Cover all cuts and abrasions with waterproof dressings
 - Cover mouth and nose with a tissue when coughing and sneezing
 - Wash hands after using or disposing of tissues
 - Spitting is not permitted
 - Wear disposable gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
 - Wear goggles if there is a risk of splashing to the face
 - Use the correct personal protective equipment when handling cleaning chemicals
 - Clean the environment frequently and thoroughly
 - Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
 - When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
 - Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard in a clinical waste facility
 - Wash laundry in a separate dedicated facility
 - Wash hands before and after handling any animals
- In the event of an epidemic or pandemic the following additional procedures need to be followed:
 - Face masks/Face shields must be worn at all times
 - Social distancing practices should be followed
 - Increased hand hygiene procedures should be followed

- ❑ Spitting and coughing etiquette should be strictly adhered to
- ❑ Advice and regulation from the local government authority will be strictly adhered to.

2.18 Exclusion periods for infectious diseases.

- In the event of an epidemic/pandemic, we will follow professional medical advice about the appropriate course of action.
- If a child is suspected of contracting an infectious disease the school must be contacted once the diagnosis is made and information regarding the potential exposure to the infection will be circulated to staff, students and parents.

2.19 New and expectant mothers

- Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.
- Appropriate measures will be put in place to control risks identified.

2.20 Occupational stress

- We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stress.
- Line Management systems are in place within the school for responding to individual concerns and monitoring staff workloads.

2.21 Training

- Health and Safety Training Needs are assessed as part of an individual's annual review.
- Training needs may also be identified as part of a risk assessment process

Linked policies and procedures

- **Health and Safety policy and procedures: Art department**
- **Health and Safety policies and procedures: PE department**
- **Health and Safety policies and procedures: Science department**
- **Health and Safety policies and procedures: Canteen**
- **Educational Visits Information**
- **Emergency and Critical Incident Policy and Procedures**
- **Recommended absence period for infectious diseases document (see Parent Handbook).**