



# Name of Policy: **HEALTH & SAFETY**

Date approved: **August 2022**

Date for Review: **August 2023**

## Policy Statement

The Board of Directors and the Steering Committee at The Royal School consider the health, safety and welfare of pupils and staff to be of paramount importance. The importance of creating and maintaining a healthy and safe environment is a responsibility taken very seriously. We are committed to achieving the effective implementation of the School's Health and Safety policy. Different aspects of related policies and procedures are set out in this policy. Each aspect and policy related to health and safety at The Royal School defines our intent and commitment to ensuring a safe environment for our pupils and staff. Most policies are accompanied by detailed procedures and other supporting documents, which are available to review. With regard to Health & Safety at The Royal School, these documents/ policies are:

Safeguarding Policy (English & Arabic)

Anti Bullying Policy

Safer Recruitment Policy (English & Arabic)

Codes of Conduct

Risk Assessment Policy (English & Arabic)

Fire Safety Policy

Fire & Emergency Evacuation Policy

Lockdown Policy (English & Arabic)

Transport Policy

First Aid and Accident Policy

Trips Policy

Science Department Safety Policy

The Health and Safety policy is reviewed annually by the Steering Committee, under the guidance of the Board of Directors. All The Royal School policies relating to health and safety conform to local regulatory requirements. It is the responsibility of all members of The Royal School community to report concerns

regarding health and safety. The Health and Safety Lead at The Royal School is Mrs. Kariman Khalifa (Director of Operations & Logistics) or, in her absence, the Principal (Mr David Meaker).

The Health & Safety Lead will raise concerns with the Departmental Principals and the relevant managers and ongoing/ persisting concerns will be brought to the attention of the Health and Safety Committee (HSC) who meet at least termly or more often, as required.

This policy relates to the Health and Safety laws and guidance of UK Best Practice (Health & Safety at Work Act 1974 and Health and Safety: Responsibilities and Duties for Schools – GOV.UK, April 2022) and is within the requirements of the Egyptian Ministry of Education and Social Affairs. It also seeks to support the U.K. Safeguarding features of “Keeping Children Safe in Education (2021)”.

### **Health & Safety Committee ( HSC) Members (2022/2023):-**

Mrs. Kariman Khalifa – Director of Operations & Logistics (Health & Safety Lead)

Ms. Alia Abouelnaga – Board Representative

Mr. David Meaker – Whole School Principal (Health & Safety Deputy Lead)

Ms. Liz Deakin – Secondary Principal

Ms. Wendy Routledge – Primary Principal

Dr. Rania Salem – clinical advisor

Mr Amr K Amr – legal advisor

### **Roles & Responsibilities**

Health & Safety is everyone’s responsibility and at THE ROYAL BRITISH INTERNATIONAL SCHOOL it is paramount.

The scope of the school’s Health and Safety Committee includes any issue perceived to relate to the health, safety and security of personnel on campus or on an off-site excursion or trip. Specifically this includes:

- a. Security in School (operational routines, special events);
- b. Medical and First Aid Policy;
- c. Safe practices in School (PE, Science, School Cleaning);
- d. Emergency procedures (Fire and security lockdowns);
- e. Educational Visits (Policy and Practice – see Off Site Trips Policy)

**A. The Board of Directors’ duties include**

- ensuring that the school has a Health & Safety Policy which is reviewed annually
- ensuring the school has a Code of Conduct for all adults working in the school and are implementing it
- ensuring that Health & Safety Leads understand their role
- approving training and ensuring that all staff members receive training across all relevant aspects of Health & Safety at The Royal School
- making sure that a representative of the Board is a member of the Health & Safety Committee.
- assuming lead responsibility for managing any complaint against the Health & Safety Lead/ Principal.

**B. The Health & Safety Leads' duties include**

- suggesting/reviewing any amendments in the Health & Safety policy
- reporting any action taken or recommended to address deficiencies in Health & Safety practice
- ensuring that the Health & Safety policy is implemented in the school and reviewed annually
- ensuring that the Health & Safety committee meets regularly
- informing the Board of any new guidance (Circulars and letters) related to Health & Safety
- attending relevant Health & Safety training
- taking the lead in following procedures in relation to reported Health and Safety concerns
- ensuring all staff receive Health & Safety training, including First Aid , Emergency procedures and Safer Practices.
- ensuring that risk referrals are taken forward in the appropriate channels

**C. All Royal School staff duties include**

- supervising pupils and advising them accordingly on safe behaviour and use of equipment
- leaving the classroom/ outdoor areas/ office in a reasonably tidy and safe condition
- being aware of health and safety risks and reporting risk concerns via the risk referral process
- completing risk assessments for classrooms and teaching areas
- following Code of Conduct and all policies related to Health & Safety
- completing required health and safety training (e.g First Aid basics)

**D. All Royal School students will**

- follow the 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

**KEY FACTS**

This policy applies to all children and young people in the school, including those in early years. Anyone under the age of 18 will be regarded as a child for the purposes of this policy.

All staff have a responsibility for the implementation of this policy.

Any concerns or must be reported immediately to the Health & Safety Lead.

All staff must have read and will act in accordance with the ROYAL BRITISH INTERNATIONAL SCHOOL Health & Safety Policy.

### **Administration of Medications**

The school must be informed of any temporary or regular medication taken by students. All medication, including epi-pens, must be managed by the school's Doctor.

### **Break Time supervision**

Supervision is maintained in all outdoor areas. A designated duty supervisor patrols every main field duty.

A decision is made if inclement weather means that an outdoor break is a risk to health and safety of pupils.

### **Control of Hazardous Substances**

Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used. Any hazardous cleaning substances are kept in locked storage.

Science laboratory hazardous substances are stored according to exam board requirements.

### **Driving and Transport**

Drivers of school buses hold a full, clean Egyptian Driving Licence. The vehicles used are checked for road worthiness and any defects are immediately dealt with

The vehicles used are fitted with lap seat belts.

The students travelling on each school bus are supervised by a bus matron or a member of teaching staff (during offsite activities/ trips).

## **Electrical Testing**

All items of portable electrical equipment in school are checked annually and a risk assessment is carried out monthly for electrical items with a log updated.

## **Emergency Responses**

The Royal School has strategic plans in place to respond to the following Emergency situations:

Fire on premises; follow Fire Safety & Evacuation policy

Roads flooded; early closure of school on the day, notify parents of early pick up.

External threat (a reported incident or civil disturbance in the local community) resulting in school lockdown

An intruder on site, posing a risk to the school community (full classroom lockdown)

A Security warning from an Embassy or Ministry source notifying of a credible threat would result in full classroom lockdown, partial lockdown or simply retaining the community on school premises.

Severe air pollution: (including gas cloud, major smoke plume) requiring the community to stay on site until normal conditions resume or safe collection of all students can be carried out.

## **Facilities**

The school premises are maintained taking every reasonable effort in the areas of accident prevention, injury protection and the promotion of the health, safety, hygiene and wellbeing of all employees, students and visitors.

### **Fire Safety & Evacuation Procedures**

Fire exits have appropriate signage

Plans showing evacuation routes are clearly displayed by the door of each room

A fire drill is practiced and documented at least once per term. Evacuation times and any issues which arise are reported to the Board and solutions decided by the Steering Committee.

Fire extinguishers are checked annually by BAVARIA Company.

A separate Fire Safety policy has been produced.

### **First Aid Provision**

The school currently has four members of staff who are trained as designated workplace first aid responders. All teaching staff have completed a First Aid Basics course.

First aid kits are available in The Royal School clinic, Trips coordinator's Office and Science Lab.

A portable First Aid kit is available on every educational visit outside of school and the First Aid trained trips coordinator is responsible for it.

Royal Academy external venues (Kattamaya Dunes Golf club and Black Ball Squash club) have their own trained First Aid responders and kits.

Qualified first aiders in the School are:

Dr Rania Salem (School clinic)

Ms Yasmine el Daly (Trips coordinator)

Ms Sara Kronfli (SEN Coordinator)

All staff have a responsibility to assist in emergencies. The school ensures that a designated First aid Responder is on site at all times.

The School Doctor has responsibility for checking and maintaining the first aid boxes.

### **Food Technology (Primary)**

Cooking equipment (including ovens and hobs) will only be used if fire precautions and appropriate risk assessments are in place.

Staff must be satisfied that the tasks undertaken are age- appropriate.

Close supervision will be applied for riskier parts of any cooking process i.e pouring hot liquids, taking food from hot ovens.

## **Hot Drinks. Staff**

Having hot drinks inside the classroom with students present is not allowed (even in travel mugs). Hot drinks (even in travel mugs) are not allowed during flag raising or during any break duty. Staff can have hot drinks in the staff lounge or in offices (except the discipline office where students are present).

Staff can have hot drinks in a sealed travel mug in the classrooms at their own work station, if it is non-contact time and if there are no students present.

## **Playground Equipment**

Playground equipment and its use is supervised during all break times.

If the equipment is used during lesson times supervision is maintained.

## **Recruitment**

The Royal School is committed to following a Safer Recruitment code of practise. Safeguarding of all students is something we prioritise and this starts with recruitment of any staff working at The Royal School. Screening and selection processes alongside thorough follow up on references and criminal checks help us to filter out any undesirable applicants. All staff involved in the recruitment process have completed Safer Recruitment for International Schools training.

## **Risk Assessment**

The school maintains a set of risk assessments that cover educational visits and work places around the school.

All risk assessments are reviewed on an annual basis (except risk assessments for educational visits, which should be reviewed prior to each visit)

## **Slips, Trips and Falls**

The potential for slips, trips and falls in school is risk assessed and appropriate controls are in place. This includes working procedures for mopping floors and regular hazard spotting inspections.

## **Staff Training.**

All Health & Safety Leads are trained in how to manage and control hazards to protect people at work.

All teaching staff are provided with health and safety policy and procedures training at the start of the school year (Safeguarding, First Aid, Physical contact, Fire & Evacuation, Lockdown)

Some staff are provided with departmentally relevant safety training regarding Safe Practices (for example, Lifeguarding and Safe Cleaning – via providers)

The Royal School is committed to conducting regular training for all staff to include emergency drills, chain of communication, and health/ emergency procedures.

### **Supervision of students**

Sensible, safe behaviour is promoted to students by all members of staff.

Dangerous or risky behaviour is addressed and dealt with according to behaviour policy (school and Ministry)

Students are only allowed into or to stay in classrooms under adult supervision.

### **NOTIFYING the Emergency Services**

Any staff, in case of emergency, has the responsibility to call local Emergency Services.

**KATTAMAYA CLINIC AMBULANCE SERVICE 15027**

**FIRE 180**

**POLICE 122**

### **RELATED Health & Safety Documents and where to access them**

Document/ Item	Location
Anti-Bullying Policy	Google Drive: Policy folder
Staff Code of Conduct	Google Drive: Policy folder
Fire & Emergency Evacuation Policy	Google Drive: Policy folder
Fire Safety Policy	Google Drive: Policy folder
First Aid and Accident Policy	Google Drive: Policy folder
Lockdown Policy	Google Drive: Policy folder
Risk Assessment Policy & Risk Assessments	Google Drive: Policy folder and Health & Safety Lead Risk Assessment files
Safeguarding Policy	Google Drive: Policy folder



Safer Recruitment Policy	Google Drive: Policy folder
Transport Policy	Google Drive: Policy folder
Trips Policy & Trips Risk Assessments	Google Drive: Policy folder and Trips coordinator files
Science Department Safety Policy	Google Drive: Policy folder and Lab Technician records
Equipment Inspection Log	Health & Safety Lead
Site Inspection Reports	Health & Safety Lead