



# **HEALTH AND SAFETY POLICY**

**2018-19**

## HEALTH AND SAFETY POLICY-INDEX

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## **HEALTH AND SAFETY POLICY**

GIHS Health and Safety policy has the following aims:

- a. To establish and maintain a safe and healthy environment throughout the School.
- b. To establish and maintain safe working procedures among staff and students.
- c. To make arrangements for ensuring safety and avoiding risk to health in connection with the use, handling, storage and transport of articles and substances hazardous to health.
- d. To ensure the provision of sufficient information, instruction and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety at work.
- e. To ensure that they have access to relevant training and instruction as and when provided.
- f. To maintain a safe and healthy place of work and safe access when evacuating school premises.
- f. To lay down procedures to be followed in case of an accident.

## **HEALTH AND SAFETY COMMITTEE**

HEALTH AND SAFETY COMMITTEE
1.SCHOOL MANAGEMENT
2.PRINCIPAL
3.VICE PRINCIPAL
4.HEAD OF THE SECTIONS
5.SUPERVISORS
6.PROTECTION ,CARE ,GUIDANCE AND SUPPORT IN CHARGE (M/S & A/S)
7.SCHOOL DOCTOR
8.PHYSICAL EDUCATION DEPT

➤ Duties of the School Management:-

- The provision and maintenance of building and supporting systems of work which are safe.
- Arrangements for ensuring safety in connection with the use, handling, storage, transportation and disposal of substances.
- Health and safety aspects of the school transportation services.
- Provision for necessary instruction, training and supervision to ensure the health and safety of students and staff.
- The provision and maintenance of a safe and healthy working environment and adequate welfare facilities. This includes the health and hygienic aspects of the whole premises.

➤ Teachers

The safety of students in the classrooms, laboratories and those engaged in games and extracurricular activities, is the immediate responsibility of teachers or teachers in charge of games and activities.

➤ Maintenance of Buildings, Facilities & Grounds

It is essential to provide an environment in which danger and risk of accident and illness are minimized. Essential utility services (water, gas, electricity) must be provided and maintained in order. All licenses must be fully up-to-date. Regular checks must be made to confirm that standards are being met and maintained. Annual audits are compiled in order to assess the condition of building, facilities and grounds and identification may be made as to work required to reduce risk of illness and injury.

➤ Provision of Health Care

School Doctor and Nurses are on duty during the entire working day. There is a lockable drug cupboard to which only the Doctor and Nurses has access. Medical records should be kept in the clinic, in the charge of the school doctor.

➤ First Aid:-

The school doctor / nurse are responsible for the administration of first aid, recording treatment given and maintaining supplies. The school doctor/nurse is also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stocks. All first aid boxes requiring restocking should be handed into the school nurse.

➤ Storage of Dangerous Substances

Dangerous chemicals, materials, substances and gases will be secured at all times in containers and cupboards that minimize risks of contamination, corrosion and exposure to toxic and carcinogenic effects. Access to such substances will be permitted to personnel only.

➤ Electrical Safety:-

Ensure that all electrical / electronic equipment is in good order.

General Safety Requirements for Electrical System:-

- Switch off all electrical equipment after use.
- Do not over load sockets.
- Do not allow wires to project in to the walkway where they present a tripping hazard.
- Only competent persons who have been trained properly should do the repair and maintenance works.

➤ Fire and Safety:-

The school buildings and facilities will be provided with sufficient emergency firefighting equipment and an alarm system. Such equipment will be regularly maintained to ensure effective operation. There will be an annual maintenance check on firefighting equipment by safety officer. Staff will be instructed on the use of firefighting equipment. Fire drills will be arranged at regular intervals. .

Fire exit must be kept clear at all times. No fire door to or from an occupied room may be locked. Smoking is not at all permitted inside the premises. All staff should know which extinguishers are available in your immediate place of work. In the event of fire, the premises should be evacuated immediately following the information provided on the fire notices. Emergency evacuation procedures will be prominently

displayed in all rooms and corridors. All students and staff will be instructed on Emergency Evacuation Procedures. There will be an Emergency Evacuation practice each term. After each evacuation a report should be completed.

➤ External Activities

Educational trips and visits, sports events, field trips etc. must conform to school policies and procedures. It is the responsibility of the lead organizer of such an activity to ensure knowledge of and adherence to these policies and procedures by all involved in the activity. No trips should leave the school premises without first parental permission and subsequently permission from the Head of Section and also the School Principal.

➤ Staff Facilities

The school will provide adequate facilities for staff to meet (both professionally and socially) to enjoy periods of relaxation during the day; to mark and prepare work.

➤ School Security

There will be a security guard present at all times. The guard will control access to and egress from the site. Staff and students will adhere to the entrance and exit procedures at all times. Visitors will be required to display their authorization at all times during their visit.

➤ Students

All students are expected to exercise reasonable personal responsibility for their own safety and that of staff and other students. As part of their studies, lessons should be incorporated to include an awareness and understanding of aspects of Health and Safety relevant to the age group.

➤ Cleanliness:-

Good housekeeping in all areas is an essential feature of health and safety and for prevention of accidents. All employees must ensure that

materials, substances or items are disposed of in a safe manner for health and safety and to avoid environment pollution.

Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times.

➤ Visitors:-

All visitors must report to the main reception and sign the visitors book on arrival and when departing. Visitors are to be given the Visitors ID.

➤ School Transportation:-

The Transportation supervisor should ensure that all buses are running in good condition as per RTA rules and regulations. Periodic checking has to be undertaken to make sure that the bus is maintained properly with regard to hygienic and safety equipments. It is the collective responsibility of the drivers, nannies, security supervisor and the officer in charge to make sure the smooth and safe pick up and drop off of the students. Drivers and nannies have to be reminded and updated the safety measures to be followed periodically. The drivers and nannies should ensure that the bus is empty after dropping the children at the school and back.

➤ Play Ground Supervision:-

The staffs are given duty in strategic positions to ensure safety of the students in the play area. They have to ensure that the number of users is restricted to avoid overcrowding. Any damage or problems found with the play equipments should be reported with immediate effect.

➤ Conclusion:-

Each of us has a part to play in the promotion of safety as well as prevention of accidents and ill health at our school. By valuing our own safety and that of our students and colleagues, we will each be able to participate fully in assisting in our commitment to safe guarding the health, safety and welfare of our students and employees and other service users.

Gulf Indian High School Health and Safety Policy  
Revised/Amended on September 2018

**Agreed at the governing body meeting on**

Date.....

Signed (Chair of Governors)

Director: .....

Principal: .....