

Kuwait International English School



Health and Safety Policy

MISSION STATEMENT

Kuwait International English School recognises and accepts responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work environment for all its employees, students and visitors.

KIES is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

Overall responsibility for safety with the School rests with Al Rayan Holding Company. The day to day management of safety is delegated to the School Principal. The School Leadership Team will ensure, as far as is reasonable practical, that:

- the premises are maintained in a safe condition
- safe access to and egress from the premises is maintained
- all equipment on premises and the premises is safe to use
- appropriate safe systems of work exist and are maintained, including those for off-site visits
- sufficient information, instruction, training and supervision is available and provided
- arrangements exist for the safe use, handling and storage of articles and substances at work
- a healthy working environment is maintained including adequate welfare facilities

The SLT also recognises its obligations to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc. are or may be affected by the School's activities, the SLT will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.

All staff are required to comply as a condition of their employment. Employees are reminded of their duties:

- to take care of their own safety and that of others; and
- to cooperate with Al Rayan Holding Company and the Senior Leadership Team

All relevant regulations and codes of practice, adopted by the School as appropriate, will be complied with

The principle objective of all safety procedures is to control hazards and minimize risk. This is best achieved by preventing the hazard from arising. Risk assessments are carried out for activities and where appropriate protective clothing, precautions and equipment must be used to control the hazard. In addition, appropriate information, instruction and training will be provided.

Each individual on Kuwait International English School premises has a responsibility to ensure that the School remains a healthy and safe environment. However the day to day responsibility for safety within KIES rests with the Heads of Department and Key Stage Leaders, who are required to carry out regular safety inspections regularly. Heads of Department and Key Stage Leaders must ensure that all activities are assessed and that appropriate precautions are taken.

All members of staff and students have an individual responsibility for safety.

This Statement of Policy will be reviewed at least annually and revised as and when necessary.

AIMS

Our aims for Health and Safety are to:

1. Provide a safe and healthy environment for children, teaching and non-teaching personnel and all other people who come onto the premises of our school.
2. Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

RESPONSIBILITIES

All members of the school community (teaching and non-teaching staff, parents, pupils and Head Office Personnel) work towards the school's aims by:

The Responsibilities of the Principal & Vice Principal

As well as the general duties of all members of staff, the Principal and Vice Principal have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practical.

The Principal and Vice Principal are required to take all appropriate and necessary action to ensure that proper health and safety standards are maintained at all times. In particular, the principal will, on a day-to-day basis be responsible for:

- ensuring safe working conditions of the school premises and facilities
- ensuring at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- ensure safe working practices and procedures throughout the school so that all risks are controlled.

- arrange systems of risk assessment to allow the prompt identification of potential hazards and where appropriate ensure that the Holding Company are made aware of the findings.
- identify the training needs of the staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- ensure that any defects in the premises, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence, monitor the standards of health and safety throughout the school, including all school based activities.
- encourage staff and others to promote health and safety

The Responsibilities of Maintenance & Supervisory Staff

In addition to general duties which all members of staff have, supervisory staff will be directly responsible to the Principal or the member of staff nominated by the Principal, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within the school

Supervisory staff includes Principal, Vice Principal, Head teachers, Deputy Head teachers, Facilities & Site Manager, Office Managers and Cleaning Supervisor

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility.
- health and safety regulations, procedures and codes of practice are being applied effectively.
- new employees working are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Principal as necessary.
- regular safety inspections are made of their area of responsibility as required by the Principal or as necessary.
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- all machinery and equipment in the department or area in which they work is adequately guarded, in safe working order and restricted to authorised persons only.

- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- hazardous and highly flammable substances in the department in which they work are correctly stored and labeled, and exposure is minimized.
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety.
- all health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Principal.

The Responsibilities of Teachers

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice.
- give clear oral and written instructions and warnings to pupils where necessary.
- follow safe working procedures personally.
- make recommendations to the Principal or Head of Department on health and safety issues.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give information to pupils on health and safety in line with the National Curriculum requirements for safety education.
- avoid introducing personal items of equipment (electric al or mechanical) into the school without prior authorization and report all accidents, defects and dangerous occurrences to the Principal or Head of Department.

The Responsibilities of all other Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- act in accordance with any health and safety training given.
- report all accidents in accordance with the agreed procedure.

- cooperate with other persons to enable them to carry out their health and safety responsibilities.
- inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
- know and apply the procedures in respect of fire, first aid and other emergencies and cooperate with those staff delegated responsibilities for health and safety by the Principal.
- Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence.

The responsibilities of Pupils

Pupils in accordance with their age and aptitude are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and / or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency and use and not willfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

Procedures

GENERAL ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established within our School to minimise health and safety risks and maintain them at an acceptable level.

Accident Reporting, Recording and Investigation

The school will report and investigate seriously all accidents & incidents. The School will adhere to the procedures adopted by the School for accident reporting and investigation. This will include any person on school premises and applies to sub-contractors.

In line with the procedure, all staff are encouraged to report accidents & incidents. Line Managers will investigate such incidents and identify and implement means to prevent any recurrence.

All completed accident & incident forms will be submitted to the School counsellor using the School 's Incident Report Form

Contractors and Service Providers

The School has issued guidance for Contractors on Site. These guidelines include:

Checking the competence of contractors, visiting workers and service providers. Competence can be judged from past experience, recommendation, pre-selection evaluation, written documentation, written undertaking of training and competence, or a combination taking into consideration the nature and scale of the works required.

The Facilities Manager, having clearly identified personnel who are points of contact for contractors and visiting workers.

Having all significant and unusual hazards and risks on site clearly identified

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- segregation of contractors and occupants of the school (wherever possible)
- safe systems of work to ensure works undertaken within occupied areas of the premises are adequately controlled
- implications on fire precautions due to possible increased risk and interference with fire alarm system.

Communication.

The school recognises that it is crucial that issues related to premises' works are communicated effectively. This includes:

- Telling contractors about hazards on site.
- Asking contractors about the hazards and risks which are being brought on site.
- Asking contractors about any possible interference with normal working practices.
- controlling access so that contractors know who may also be working on the site.

Classroom Safety

The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use. Teachers must be familiar with and follow all guidance specific to each department.

All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required.
- suitable group size.
- suitability for whole class participation.
- where particular skills need to be taught.
- levels of hygiene required.

Drugs, Medications, Diseases and Medical Conditions

Parents have the prime responsibility for their child's health and MUST provide the School with information about their child's medical conditions on admission. The admission process cannot be fully completed without the completed medical file.

The School recognises that children with medical needs have the same rights of admission to school as other children.

Electrical Equipment (fixed and portable)

Fixed and portable electrical checks will be carried out annually.

Evacuation Procedures

Evacuation Procedure has been developed and adopted. (See Fire Safety Procedures)

Fire Precautions and Procedures

The Senior Leadership Team has responsibility for the implementation of the Fire safety Plan by:

- detailing any significant findings from the fire risk assessment and practice drills and implementing actions required.
- fire drill and evacuation training of all relevant people.
- planning, organizing, policy and implementation, monitoring, audit and review the arrangements for a coordinated emergency plan of action in the case of a fire.

The site manager / handyman has responsibility for:

- testing and checking of escape routes, including final exit locking mechanisms,
- such as emergency exit devices and any other devices.
- testing of fire warning systems and periodic maintenance by a competent person.
- recording of false alarms and fire drills carried out.
- testing and maintenance of emergency lighting systems.
- testing and maintenance of extinguishers, hose reels and fire blankets etc.
- testing and maintenance of other any other safety equipment such as fire-suppression and smoke control systems.

First Aid

The School follows the Kuwait Ministry of Health Guidelines for Private Schools.

The School will follow the guidance and provide sufficient and appropriately qualified first aid staff. (See First aid Policy)

Glass & Glazing

All glass in doors and side panels shall be certified safety glass. All replacement glass must be of the same safety standard. Through continual assessment of the premises any glass found to be below this safety standard will be covered with safety film until such time as it can be replaced by glass of the required standard.

Hazardous Substances

Where hazardous substances are used, Department Heads and relevant Staff will undertake a policy of seeking to eliminate risk first and foremost.

The site manager / cleaning supervisor will supervise and monitor all cleaning materials and substances brought onto the premises by contractors e.g. for fumigation and pest control. They will work to eliminate risk first and foremost.

Health & Safety Advice

The School will seek to obtain the best advice from appropriate Ministry departments, relevant authorities and professional bodies in Kuwait and overseas and adopt policy and guidance as appropriate.

Handling & Lifting

Any activities that involve significant manual handling tasks, where appropriate, will have training provided for the staff.

Line managers are responsible for assessing the appropriate approach to handling and may seek advice from the School Nurse.

Lone Working

Line Managers will ensure that during lone working, appropriate control measures are put in place to mitigate any risks. Solutions might include the use of mobile phones to monitor staff whereabouts

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Maintenance / Inspection of Equipment

The School has contractors and staff assigned to servicing, testing and inspecting equipment at least annually.

Risk Assessments

The School has adopted a Risk Assessment Procedure which should be followed as guidance to the risk assessment process.

Risk assessment is the responsibility of the School's managers.

Risks should be assessed in a manner that ranks them by severity / probability for prioritization and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and shared to those affected. Risk assessments should be reviewed where there is a change in circumstances.

School Trips & Off-site Activities

The school follows the Ministry of Education's guidance in regard to all school trips and off site activities & applies for approval before all trips and off site visits.

Risk assessments for outings & trips – see School Risk Assessment Policy.

Safeguarding Pupils & Students

See KIES Safeguarding & Child Protection Policy.

School Transport

The bus manager is responsible for, in conjunction with the driver and nannies; ensuring that vehicles used by the school are operated in accordance with the law of Kuwait.

Staff will not use their private vehicles for transporting students.

School site Security Procedures

Control of Access

KIES has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

Security fencing bounds the perimeter of the school grounds, all children enter the school grounds via the front & side access gates. During the school day, the side gates are locked, during which time visitors and late arrivals should enter through the main car park and front entrance, reporting directly to the reception desk, signing-in and presenting credentials where necessary.

If parents/guardians want to meet with staff, formal appointments must be made with the main reception. When attending appointments, parents / guardians should enter through the main entrance and sign-in.

If a stranger is seen on the school grounds, a member of staff will establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to external gates apart from the main entrance to the school, which has a secure reception area with an access controlled by site security.

All visitors to the school should report to the main reception. All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school. No visitor is given unrestricted access to the school. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit. If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school will be made to the relevant Head of Department or another Senior Leader.

Trespass

KIES is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Principal might revoke the parent's permission to be on the premises by taking the following action:

The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises. If the parent still refuses to leave willingly, the Police may be called. In exceptional cases a formal letter from the Head Principal or

Ministry of Education may be sent confirming the parent's permission to visit the school has been revoked for a fixed period. Formal notification is important, as their human rights are being affected.

Entering and Leaving School

All children enter and leave the school by their designated gate during arrival and leaving times. All pupils use the front entrance to the school if they arrive after 7.30 am and are late.

Supervision in School Grounds

Children are supervised at all times when in the playground(s). Supervision is done by teachers and support staff in line with the supervision timetables shared with staff. Supervision will take place in the morning before school, at morning and afternoon breaks and at the end of the day.

If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas.

Leaving School at the End of the Day

At the end of the school day, the children leave by the senior entrance for secondary pupils and are picked up by adults for pupils in the Primary and Early Years Departments. All pupils know that, if the adult who should collect them has not arrived, they should stay with the teacher who is on duty. The child stays with the duty staff member until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Leaving School during the Day

No child is allowed out of school during the day, unless a known adult arrives to collect him or her and reports to the reception first. Prior notice should always, where possible, be given to the school.

Educational Visits and Learning Outside the Classroom

Staff will closely supervise pupils during educational visits. The wearing of school uniform is recommended on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the bus breaks down. Parents will then be

informed accordingly. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker.

Site Services Officer

It is the responsibility of the site services officer to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the CCTV and intruder alarm will also be checked, regularly maintained.

Before leaving the premises, the site services officer has a duty to ensure that all the windows are closed, that the doors are locked and secure, and that all gates are locked.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. KIES is aware that some staff are working on the premises before and after school and their security has to be safeguarded. No person should be in school on their own, if at all possible. If this is unavoidable, the staff member should have access to a (mobile) 'phone and have a buddy system in place.

School Security (including Violence to Staff, Theft & Losses)

Risks to personal security, premises and property will be the staffs own responsibility. Security in the school is the responsibility of the Principal.

Managers and Heads of Departments are responsible for assessing the risks of violence towards staff. Where violence is identified as a significant risk, Line managers will ensure that appropriate control measures are put in place. Staff must report incidents of violence and aggression to a manager in the same way as accidents.

All monies are handed into staff should be collected by the Head of Department and passed directly to the cashier. On-line (KNET) banking is the preferred option of payment. Money that is received is reconciled as soon as possible by two members of staff and is

collected by the cashier. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

All thefts and losses must be reported to a member of the SLT. Any stranger in a department should be challenged as to his/ her business, without personal risk, and if no satisfactory answer is received Security should be contacted.

Staff Health & Safety Training and Development

The School SLT will undertake a training needs analysis to identify competency requirements of specific job roles in terms of health and safety, and will ensure that the appropriate training is delivered.

Where training expertise is required from outside the School, the SLT will arrange this through the School's Principal / Holding Company. Staff will be trained on Health and Safety policies and procedures during orientation week at the beginning of each school year. Where new jobs or tasks come on stream or when there are changes in health and safety requirements and training, these will be a CPD priority.

Smoking & pets on site

KIES has a no smoking policy. Nobody may smoke on school premises. Dogs may not be brought onto school premises without permission of the Principal.

Staff Well-being/ Stress

Managers will be aware of workplace stress as part of the Health and Safety policy covering areas of concern e.g. workload, job security etc. They will implement appropriate control measures, so far as is practicable.

Where workplace stress arises, managers will deal with the situation in a sensitive and constructive manner using all available means and resources including the School's Counselor. Staff may choose to self refer to the School Counselor, if they wish.

Use of VDUs/ Display Screens

The majority of staff in the school are not considered to be Display Screen Equipment (DSE) users. All employees who are classified as users of DSE users will be made aware and offered advice on the risks associated with their workstations. A user is defined as someone who spends at least 2 hours continuous use of a VDU in the school day.

Vehicles on Site

The Principal will endeavour to segregate access for vehicular and vulnerable traffic. Security will manage access and on-site traffic flow system that separates, as much as is possible, vehicular and vulnerable traffic. Staff will seek to avoid same access for all wherever possible.

Working at Height

The School SLT will ensure that working at height is managed in accordance with the UK Health & Safety Executive Guidance and that appropriate control measures are put in place to mitigate these risks.

Staff have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Workplace Inspections and Premises Risks

Heads of Departments and Senior staff are responsible for undertaking workplace inspections on a regular basis. The site manager and caretaker will ensure that hazards associated with premises are monitored and controlled.

Disabled Access

Ramps are provided at the main and side entrance allow access to wheelchairs and other disabilities.

A disabled toilet is situated in the Nurses Office on the Ground Floor and is for use by males and females.