



# مدرسة الآفاق الحديثة ذ.م.م. NEW HORIZON SCHOOL W.L.L.

## Health and Safety Team

1. Mrs. Vandana Sateesh - Head of HSE
2. Mrs. Nirmala Angelose - Head of HSE
3. Mrs. Rajasimi - Team Member
4. Mrs. Ghadeer - Team Member (General Issues & Risks)
5. Mr. Rajan Rajendran - Team Member (Safety & Security- Zinj)
6. Mrs. Gladis Sheejo - Team Member (Discipline & HSE Awareness)
7. Mrs. Laissy - Team Member
8. Mrs. Fatema Zaid - Team Member (Staff & Students Welfare)
9. School Nurse - Team Member (Health and Hygiene)  
Mrs. Sheeja Roy

## Emergency Team to be Contacted in case of Risks:

1. Mr. Rajan Rajendran - Team Member (Safety & Security- Zinj)
2. Mr. Shafeer - Fire & Safety
3. Ms. Ghadeer - General Issues
4. Mrs. Fatema Zaid - School Counsellor (Students & Staff )
5. School Nurse - Health and Hygiene (First Aid)
6. Mr. Hussain - Security Issues (Zinj )

# **Health and Safety Policy**

This Policy applies to the The New Horizon School Staff , Students and Parents

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### **1.0 ABOUT**

The New Horizon School treats the health, safety and welfare of our pupils, staff and visitors as our top priority. We have established suitable policies and procedures to ensure compliance and to minimize risk so far as is reasonably practicable.

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/Guardians and interested parties.

### **2.0 RESPONSIBILITIES**

#### **2.1 Responsibilities of the Health and Safety Head**

The Health and Safety Head of The New Horizon School, as the employer, has overall responsibility for the health & safety of their employees and all persons affected by the school's operations.

Specifically, responsible for:

- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.
- Providing appropriate resources within the school's budget to meet statutory requirements and the school's health and safety policies, procedures and standards.
- Seeking specialist advice on health and safety matters which the school may not feel competent to deal with.

#### **Additional Duties of the Team Heads:**

- Ensuring adherence to statutory requirements and school health and safety policies, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school.

- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the office where necessary.
- Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people, including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that the premises, portacabins and equipment are maintained in a serviceable condition.
- Reporting to the Principal any significant hazards which need rectifying.
- Monitoring purchasing and contracting procedures to ensure compliance with school policy.

The HSE Head may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the HSE Head from the overall day-to-day responsibilities for health and safety within the school.

## **2.2 Responsibilities of Team Members**

Each Team members are responsible for supporting the Team Heads in the day-to-day administration and implementation of the health and safety policy.

Members of the HSE team will be allocated specific health and safety roles to be carried out as part of their job description.

In addition to responsibilities delegated by the Team Heads, the team members are specifically responsible for:

- Maintaining, or having access to, an up-to-date library of relevant published health and safety guidance from appropriate sources, and ensuring that all staff are aware of, and make use of, such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the school's activities, and that control measures are implemented.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff.
- Resolving health, safety and welfare problems when members of staff refer to them, and informing the team Heads of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out regular inspections of all areas of the school to ensure that equipment, furniture and activities are safe, and recording these inspections where required.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

- Collating and maintaining records related to health, safety and welfare.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported and investigated using the appropriate forms.

## **2.3 Responsibilities of all Employees**

Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the school office.
- Report immediately to the school office any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

## **3.0 ARRANGEMENTS**

### **3.1 Risk Assessments**

#### **General Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be coordinated by Team Heads.

These risk assessments are available for all staff to view and are held centrally in the school office.

Risk assessments shall be reviewed every term in line with the termly monitoring inspection, or following significant changes to the activity or premises, or following an accident/incident, or following feedback from an interested party.

Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, pupils, parents/guardians, visitors and any other persons affected by the School's activities.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved such risk assessments will be reviewed on a regular basis by the Team Heads .

It is the responsibility of employees to inform the Team Heads of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils parents/guardians to inform the Team Heads of any medical condition which may require support during school hours.

### **Curriculum Activity Risk Assessments**

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the team members for advice if required.

Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation. Refer to Risk Assessment Policy for Pupil Welfare for more information.

## **3.2 Monitoring and Inspection**

A general inspection of the school's premises, equipment and facilities shall be conducted termly by a member of the Team Heads.

Monitoring inspections of individual departments shall be conducted regularly by department heads or nominated staff.

Monitoring inspections shall be recorded on the provided form and records of monitoring inspections shall be kept in the school office.

Team Heads are responsible for following up items detailed in monitoring inspections.

Inspections of technical and key safety related equipment (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by Safety and Security In-charge in coordination with Outsource contractors

The Team Heads is responsible for conducting an annual inspection and reporting findings to the Management, including a report on the performance of health & safety management systems.

### 3.3 Training & Communication

All new employees, including HSE student council team, shall receive training in health & safety aspects related to their role as part of their induction.

Staff training includes emergency procedures, health & hygiene, first aid etc.

Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via webinars.

Health & safety is a standing item on all staff meeting agendas.

Training and briefing records shall be held in the school office.

The Team Member ensure refresher training is completed within the prescribed time limits.

The statutory health & safety poster has been completed and is on display in the staff room.

Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Team Heads and acted upon if deemed appropriate

### 3.4 First Aid

#### Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually or following a related incident, or feedback from interested parties, or significant changes to the school's premises/activities.

#### First Aiders

The HR Manager is the designated staff member responsible for administering first aid. They shall keep their certification up-to-date through regular refresher training.

Team members should get training from authorized centers in Bahrain.

#### Medicare Room

As required by the Education (School Premises), the room designated for care of pupils during school hours is located in the School Office, in the old building on the lower ground floor. This room contains a first aid kit/running hot and cold water, wash facilities, privacy screen and is adjacent to toilet and wash facilities.

#### First Aid Kits

First aid kits are located in the following areas of the school:

- School Hall (PLAYGROUND USE)
- All Corridors (PLASTERS, ANTISEPTIC WIPES ETC)
- Medical Room (Full Kit)
- Science Lab (FULL KIT)

All first aid kits are clearly identifiable with a first aid sign and available to all staff. First aid kits are replenished regularly. Supplies are kept in the school office. The School Nurse is responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered.

Each full first aid kit contains the following in sealed packages:

- 1 Sterile Gloves
- 2 Antiseptic Solution
- 3 Adhesive Bandages
- 4 Crepe Bandages
- 5 Sterile Gauze
- 6 Antiseptic Cream
- 7 Safety Pin
- 8 Scissors And Tweezers
- 9 Cotton Balls
- 10 Thermometer
- 11 Pain Relief Spray, Gel Or Balm
- 12 Triangular Bandages
- 13 Antiseptic Wipes
- 14 Elastic Bandages
- 15 Gauze Roll And Pack
- 16 Adhesive Tapes
- 17 Soap And Hand Sanitizer
- 18 Medical Tape
- 19 Sterile Water Or Saline Spray
- 20 Antibiotic Ointment

### **Medical Attention Procedure**

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member. (Send a pupil or another member of staff to the school office with the red emergency card)
- If necessary, call 999 - ask for an ambulance and answer all questions calmly.
- Administer first aid as appropriate until help arrives.
- Arrange for a member of staff to contact the pupil's parents/Guardian and make them aware of the situation.

- If parents/ Guardian cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- A member of staff must accompany the pupil to hospital and stay with them until their parent/ Guardian arrives. The pupil's CPR, ID Card and School Diary is to be taken with them to provide details of their emergency contact numbers, medical conditions, allergies and family doctor.
- Complete a Medical Incident Form and hand it to the school office.

### **Infectious Diseases**

The following arrangements are in place in order to minimize the risk to staff and pupils of infectious diseases:

- A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/ Guardian as necessary.
- Infectious diseases posters are displayed in the school office and staff room.
- If a pupil feels unwell, is sick, has diarrhea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the sick room and arrangements made for collection by their parent/ Guardian.
- For COVID-19 related symptoms, pupils will be isolated in the designated area until collection.
- Emergency contact numbers will be used if the parent/ Guardian cannot be contacted.
- The pupil and parent's right to confidentiality shall be respected.
- The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/ Guardian shall be kept informed of any infectious diseases occurring at the school and the child will be attending online and joins the school by submitting student's medical fitness certificate from a Health Practitioner.
- We expect, and inform, parents/ Guardian to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect, and inform, parents/ Guardian to call or email the school office in the morning if their child is unwell and will not be attending school.
- We expect, and inform, parents/ Guardian to state the reasons for absence in their child's Diary or email to the school office upon returning following illness.

## **3.5 Accidents/ Incident**

### **Accident Reporting - Internal**

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported to the school office without delay.



A Pupil Accident Book and a Staff Accident Book is located in the school office and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The school office shall investigate all accidents, report their findings to the Team Heads and Principal and act accordingly to minimize the risk of further occurrences. Where equipment or systems of work are found to be a causal effect, remedial actions shall be taken immediately.

The Accident Book shall be reviewed annually by the school office and any trends identified reported to the Headteacher for action.

Completed Accident Books must be kept for a minimum of 3 years.

### 3.6 Fire Safety

#### INSTRUCTIONS TO FOLLOW IN THE EVENT OF A FIRE.

A Professional team from the Civil Defence, Bahrain will be accompanied by a Fire Engine, Ambulance, Doctors, Nurses and FireFighters will be intimated incase of fire.

Fire drills will be conducted by a Professional team from the Civil Defence periodically to make aware incase of Fire.

We have a fire/smoke detector system in our School [WORKING], which is attached to an emergency bell, placed in each classroom and corridors.

If a general fire breaks out, the smoke detector detects the smoke and the bell will ring continuously. To meet with an emergency situation like this, always remember the following things step by step.

1. As a Class Teacher or Class incharge [whoever is taking class will be the Fire warden/ incharge of the particular class], remember the exact number of students present on each day. Automatically update any later arrivals and early departures. **NUMBERS ARE MOST IMPORTANT EACH DAY.**
2. We have a **FIRE ASSEMBLY POINT**, which is near to our new portacabins. A board is placed at that particular point.
3. If you hear the bell ringing continuously, evacuate your children immediately through the emergency exit doors and bring them near the **FIRE ASSEMBLY POINT**.
4. **DON'T PANIC, IT WILL DETERIORATE THE SITUATION.**
5. Help the challenged/special students to come out first.
6. Kneel down and **CRAWL** in case of smoke.
7. Use the closest door for the exit from the building.
8. Be calm and walk fast towards the assembly point.
9. Immediately after reaching the Fire assembly point, count your students again and confirm the numbers to the attendance incharge, whether it is correct or anybody is missing. They will inform the concerned evacuation **INCHARGE** to go back to the fire place to search the missing students/Staff. If you found the particular student, report to the **INCHARGE** again.

10. Once reached the fire assembly point don't let any student to go back to collect any of his personal belongings which is left in the classroom or search for the sibling.
11. If anybody needs medical assistance, report to the nurse immediately.
12. Do not block any roads.
13. Do not use Toilets at the time of fire.
14. Staff Parent should avoid panicking about their child entrusted to another staff.
15. Do not make any unconfirmed statement as you may endanger somebodies life.
16. RELAX TILL THE AREA IS DECLARED SAFE.

### 3.7 Educational Visits

The staff of The New Horizon School aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

All School trips are planned in advance and risk assessed, in accordance with the Health & Safety policies

#### **Planning & Preparation**

When planning a school trip, the responsible teacher shall:

- Seek permission from the Principal for the trip, as they have ultimate responsibility for the pupils, irrespective of whether they are present on the trip or not.
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.
- Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc...
- Lead staff member to complete an off site risk assessment form before trips which require a higher level of risk management e.g. Residential trips. Risk Assessment forms must be handed to the Team Heads for approval.
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that a full costing for the trip is conducted and approved by the Prinipal so as to determine the level of any parental contribution that may be required.
- Ensure that at least 2 weeks before the trip is due to take place a letter is sent home to the parents/guardians of all pupils attending, containing all relevant details, including venue, subject, justification, times, parental contribution, clothing, equipment and spending money for the pupils. The letter shall include a consent form for the parents to complete and return, giving their permission for the pupil to attend.
- Ensure that enough support staff/ care takers are attending to help supervise the pupils:

- Primary School: At least 1 adult per 20 pupils.
- Kindergarten: At least 1 adult per 10 pupils.

NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

### **Transport - External Provider**

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through the transport coordinator who is the School Visits coordinator, sufficiently in advance of the trip taking place.

- All transport shall be organized by the School Visit coordinator, using a known and approved transport provider.
- Insurance liability certificate to be obtained from coach company and officially logged in School office.
- The School Visits Coordinator shall ensure that there is a seat available for every person going on the trip, and that suitable seat-belts are fitted.
- The School Visits Coordinator shall ensure that the transport provider is notified of the purpose and details of the trip, and that speed limits, driving hours regulations and other safeguarding/safety regulations are to be observed at all times.

### **During the Trip**

Whilst undertaking the trip, the responsible teacher shall:

- Ensure that the safety of the pupils is the first priority.
- Ensure that all adults attending the trip, including parent/guardians volunteers, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.
- Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.
- Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.
- Ensure that pupils are wearing school uniform or appropriate clothing and correct footwear, as required for the trip.
- Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.

### **After the Trip**

Once the trip is complete, the responsible teacher shall:

- Consider producing a display of photos and work produced by the pupils.
- Write a short review to be included in the weekly newsletter.

## **Regular Trips**

School trips that form a regular part of the curriculum, or after school activities, such as regular trips to sports grounds, fire stations, museums etc... need only be risk assessed before the first such trip.

Additionally, for regular programmed trips taking place during school hours, all parents sign a consent form for local trips on entry to the school, although it is best practice to provide parents/guardians with a programme of trips to keep them informed of their child's location and activities.

## **3.8 Smoking**

The New Horizon School operates a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site.

The school site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.

Smoking is not permitted at any time anywhere in the school grounds including toilets, corridors, staff room or the car park.

At The New Horizon we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke.

No-smoking notices are prominently displayed around the site, including at all entrances to the school, and anyone found smoking on the premises will be politely asked to leave.

All transport provided or contracted by the school is smoke free and will display compulsory signage as required by the Health Act.

Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.

Organizations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy.

All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

Staff and the Physical educators will ensure smoking related topics are adequately incorporated into class teaching for each Key Stage.

## **3.9 Security**

The New Horizon School treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the school office, and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV & Intruder Alarm System (contractor maintained 24/7)

- Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors and staff sign-in in the visitors book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the school.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Ensuring that all parents/guardians are made aware of the arrival and departure arrangements, including early departure, and the procedures that will be followed should they be delayed and their child not collected.
- Requiring parents/guardians to inform staff in advance, either by telephone, email or in writing via the School diary, if another adult will be collecting their child.
- Requiring written permission from parents/Guardians if child is dismissed to walk home alone.
- Not permitting any child under the age of 14 from collecting a pupil.
- Ensuring that pupils are handed over personally to the collecting adult.
- Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality and fire risk requirements.

### **3.9 Levels of Supervision**

The New Horizon School recognises the importance of maintaining suitable levels of supervision for our pupils. The minimum staffing ratios outlined below shall always be adhered to.

The following applies to all areas of the School:

- Pupils will always be within sight of an adult.
- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school office.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

### **3.10 Electrical Safety**

The following arrangements relating to electrical safety are in place:

- All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.

- Electrical equipment is sited carefully to avoid trailing leads. Lead covers are available in every room.
- Pupils are only allowed to use electrical equipment once trained and with adult supervision.
- Electric socket safety covers shall be fitted in classrooms and other locations where necessary.
- Portable electrical equipment is regularly tested by a competent person and records kept in the school office.

### 3.11 Over-exposure to the Sun

The New Horizon School recognises the risk to pupils of over-exposure to the sun during Summer and has made the following arrangements to minimize the risk:

- Parents/assessment are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather.
- Pupils may bring to school a named bottle of sun cream to reapply at midday should they wish.
- Supervising staff are to ensure that during hot weather:
  - Pupils wear sun hats when outside.
  - Pupils are encouraged to drink plenty of water.
  - Pupils are encouraged to sit in shaded areas when outside.
- Pupils are taught about being Sun SMART as part of the Beat the Heat Programme of study in the curriculum:
  - Stay in the shade 11am to 3pm.
  - Make sure you never burn.
  - Aim to cover up with a t-shirt, hat and sunglasses.
  - Remember to take extra care with children.
  - Healthy drinks to keep them hydrated is been taught

### 3.12 Cleaning

The New Horizon School recognises the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.

- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Outside sand pits are covered and cleaned/changed regularly.
- Curtains, display drapes, tableware and blankets are regularly washed.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The school office holds records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

### 3.13 Personal Hygiene

The New Horizon School recognises the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
- Pupils are taught to respect cultural differences that influence people's different attitudes to hygiene.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- No dogs are allowed on school premises, including the carpark and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

### 3.14 Kitchen Safety

The following health & safety arrangements specific to the kitchen areas are in place:

- The kitchen is out-of-bounds to all persons except kitchen staff.
- Environmental health regulations are to be enforced.
- The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.

- Care shall be taken when handling heavy and/or hot items.
- Training in food preparation and handling is offered to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.
- Food preparation areas shall be kept clean and hygienic.
- Pupils are encouraged to eat a healthy and well-balanced diet.

### **3.15 Vehicles on Site**

Vehicular access to the school, via the front car park, is for staff and pre-arranged visitors only. Access to the car park is to be kept clear for emergency vehicles.

Parents/guardians must park safely on the public road, paying attention to parking restrictions and respecting the access requirements of our neighbors.

When pupils are dismissed via the front door they must be controlled by an adult and return to the pedestrian walkway to exit safely. Parents/guardians are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the school.

Staff arriving and leaving the school are to be particularly vigilant for the movement of unexpected children in the car park area.

### **3.16 Slips, Trips and Falls**

The New Horizon School recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas.
- Steps are safeguarded with non-slip treads and heavy duty edge tape.
- Manhole covers are covered with anti-slip products or marked individually for ease of location in the wet pour covered area.
- Playground surfaces are regularly checked for suitability and state of repair.
- Electrical equipment is sited carefully to avoid trailing leads.
- Corridors and walkways are kept clear of obstructions.
- Floors are thoroughly dried following cleaning and spillages.
- Yellow "wet floor" safety signs to be positioned when necessary.
- Leaves, ice and snow are removed from outside walkways.
- Employees are trained in the proper use of stepladders and kick stools.

### **3.17 Working at Height**

The New Horizon School recognises that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.



The following arrangements are in place relating to working at height:

- When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders or kick stools, not chairs, tables etc.
- Stepladders and kick stools shall be checked annually by the school office to ensure they are safe to use.
- The office staff shall ensure all work at height is properly planned and conducted in an approved manner. Scaffolding to be hired when necessary.
- Pupils are not to use stepladders or kick stools.
- Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.

### **3.18 Display Screen Equipment**

The following arrangements are in place to manage the risk to significant users of display screen equipment:

- A display screen equipment assessment shall be conducted by a member of the HSE Team, and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
- Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimize risks.
- Significant users are entitled to an eyesight test every 2 years by a qualified optician, and corrective glasses if required specifically for display screen equipment use.

NB: Significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.

NB: The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimize risks.

### **3.19 Contractors on Site**

The office staff are responsible for ensuring that all contractors engaged to work on school premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors are required to report to the school office, sign the visitor's book and be briefed on any health & safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors will be asked to provide the school office staff with risk assessments and method statements for the work to be undertaken, which shall be agreed with the school before work commences on site.

The office staff shall liaise with the Office Manager to ensure that all necessary approvals have been received before major building works commence (e.g. planning permission etc)

All work shall be arranged for suitable times of the day to minimize the risk to employees and pupils.

All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons. Regular contractors, known to the school, who have to attend during school hours will have clearance via the school office.

The HSC Team Member shall monitor areas where contractors work and keep records of all work completed.

### **3.20 Staying Back**

Staff are encouraged not to work alone in school. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g. working at height) should not be undertaken whilst working alone.

Where lone working (Staying Back) cannot be avoided staff should:

- Obtain permission from the school office and notify them on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Where necessary, contact appropriate emergency service and/or the HSE Team Members.
- Report any incidents or situations where they may have felt unsafe or uncomfortable.

### **3.21 Manual Handling**

Generic risk assessments for regular manual handling operations have been undertaken and are kept in the school office. Staff are provided with information on safe moving and handling techniques as part of their induction.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff shall be reported to the school office, and where such activities cannot be avoided a risk assessment shall be conducted to ensure such risks are adequately controlled.

A copy of this risk assessment will be provided to employees who must follow the instructions given when carrying out the task.

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment they are required to use).

### **3.22 Staff Well Being**

The New Horizon School recognises that the mental and physical well-being of our employees is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the HSE Heads any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the School Nurse any personal health or domestic issue which they feel may impact on their role at the school.

Employees must report to the School Counselor any incidents relating to staff well-being such as violence, intimidation, stress or bullying.

Date: 17/10/2023

***Prepared & Reviewed By***

Mrs. Rajasimi

Signature: \_\_\_\_\_