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| <b>TITLE OF POLICY</b>      | <b>Health and Safety</b>                          |
| <b>COVERAGE</b>             | <b>Whole School</b>                               |
| <b>PERSON RESPONSIBLE</b>   | <b>Safety and Security Manager</b>                |
| <b>CONTRIBUTORS</b>         | <b>SLT<br/>SS Manager<br/>Doctor/Nurse<br/>HR</b> |
| <b>DATE OF RATIFICATION</b> | <b>September 2016</b>                             |
| <b>DATE FOR REVIEW</b>      | <b>September 2017</b>                             |

**1) Statement of Intent:**

The ICS Senior Leadership Team and the Board of Governors are committed to ensuring the Health and Safety of everyone involved in the school. We aim to, as far as reasonably practicable to:

- Provide safe access to and from the school;
- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips;
- Establish and maintain safe working procedures for staff and pupils;
- To provide and maintain safe school buildings and safe equipment for use in school;
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school;
- Formulate and implement effective procedures for use in the event of fire and other emergencies;
- Investigate accidents and take steps to prevent a reoccurrence;
- Inform and communicate with employees on matters pertaining to health and safety.

## **2) Roles & Responsibilities:**

### 2.1 The Principal is responsible for:

- The maintenance of effective health and safety procedures across ICS.

### 2.2 The Safety & Security Manager is responsible for:

- Proactively and effectively dealing with health, safety and security issues as they arise;
- Writing, reviewing and assessing relevant school policies and procedures;
- Carry out regular health and safety audits around the school;
- Organising regular safety drills (including lockdown and fire).

### 2.3 The Nurse is responsible for

- Taking care of all first aid and medical needs within the school;
- Monitoring and updating the medical records of all students and staff at ICS;
- Monitoring, reporting and coordinating response to any outbreak of communicable diseases, (for example, Chickenpox, Influenza, Norovirus Infection, Acute Infectious Conjunctivitis, Head Lice, Hand, Foot and Mouth Disease (HFMD));
- Ensuring that teachers are informed of those students with medical issues. Advice will be given on how to respond should an emergency arise with these students. This information will be displayed in the staffroom, the PE offices and playgrounds. Staff are expected to be familiar with these and to be prepared at all times in case of any emergency;
- Maintaining a list of staff who are First Aid trained and keeping a register of First Aid qualification dates;
- Liaising with other internal and external medical personnel and agencies, including the school doctor;
- Providing and reviewing emergency care procedures and ensuring their effective implementation. (see Medical Policy).

### 2.3 All staff are responsible for:

- Reading and complying with school's health and safety arrangements;
- Taking reasonable care of their own and others' health and safety;
- Reporting issues that are hazardous to the Security & Safety Manager;
- Follow the accident and incident reporting procedures.

## 2.4 Parental Responsibilities:

- Parents are responsible to ensure that all contact details and medical records appertaining to their children are communicated to the school and that these are updated regularly
- **IT IS IMPORTANT THAT THE SCHOOL IS NOTIFIED OF ALL CASES OF COMMUNICABLE DISEASES**
- Parents are asked to check their child's hair regularly for lice. If found, they should inform the school and have prompt treatment at home. If a teacher suspects a child may have lice s/he should notify the school nurse.
- Parents should avoid sending their children into school if s/he is feeling unwell and has an elevated temperature (37.5 degrees centigrade or above). As a guideline students should not return to school until 48 hours after all symptoms have disappeared and they have completely recovered.
- Parents are asked to inform the school by 8.00am **via e-mail** or **telephone call** explaining the reason for any absence (and immediately, if s/he is admitted to hospital).
- **Contact Numbers - parents abroad:** Parents must inform the School Office (telephone call or e-mail) of any changes in their home number, office number and mobile number. If they are not in Jordan, they must leave a number and a name of the person to contact, in case of emergency. If a teacher suspects both parents are not in Jordan but they have not been notified they should inform a member of SLT.

## 3) **Scope of Policy**

### 3.1 Health & Safety:

- Any employee who believes that a health and safety hazard exists should contact the Security & Safety Manager;
- All accidents and incidents at work should be reported by using the appropriate accident or incident report form.
- Regular health and safety inspections are carried out. Any deficiencies to be reported to the Facilities & Maintenance Manager.
- A six-monthly audit to be carried out of the science department, with the assistance of the Head of Science. Any deficiencies to be reported to the facilities manager.

### 3.2 Security:

- ICS has a dedicated security team who are on duty 24 hours a day 365 days a year.
- All staff are signed into the school and provided with identification badges and expected to wear them.
- All visitors will pass through the security office, they will be provided with an identification badge.
- Visitors, other than parents, will be escorted to the person they are here to see.
- A separate security policy has been prepared.

### 3.3 Fire & Evacuation:

- Fire evacuation procedures are displayed around the school.
- Fire exits have appropriate signage.
- Fire drills are practiced once a term, or as is necessary.
- Fire extinguishers are serviced annually and checked monthly, in accordance with local procedures.
- A separate Fire & Evacuation Policy has been prepared.

### 3.4 Lock down:

- ICS aims to ensure that all students, staff, visitors and visitors remain safe on the campus.
- One measure that is available in extreme circumstances is to implement 'lockdown' procedures.
- The school has installed a number of heavy duty doors to create safe rooms throughout the school.
- A separate Lockdown Policy has been prepared.

### 3.5 Medical:

- ICS employs a full time nurse and doctor, on a part time basis.
- Pupils with a medical condition have an individual healthcare plan.
- The nurse monitors pupil and staff sickness. If there is an outbreak of sickness or an infectious disease of more than 20% she will notify the Senior Leadership team.
- There are first aid trained staff and the school is committed to ensuring all key staff are 1st aid trained
- ICS has clear guidance as to the storage and issuing of medicines.
- ICS has clear guidance about record keeping.
- There are First Aid boxes distributed and maintained appropriately around the school.
- A separate Medical Policy has been prepared.

### 3.6 School Trips and Visits:

- Please see separate 'School Trips and Educational Visits' policy

### 3.7 Earthquake Policy:

- A separate earthquake policy has been prepared.

### 3.8 School Buses:

- There are 22 school buses provided by Nino's Buses to transport pupils to and from school.
- All drivers and monitors are fully trained and been vetted by the authorities to work with children.
- A separate Bus Charter has been prepared to further enhance student safety.

### 3.9 Safeguarding:

- ICS recognises its obligations and the importance of protecting and safeguarding its pupils.
- Allegations of abuse are reported to the designated child protection officer(s).
- All staff have been given appropriate training regarding their obligations under safeguarding and child protection.
- A separate **Child Protection & Student Safeguarding** Policy has been prepared.

### **Appendix of Health and Safety Link Policies:**

- 1) [Fire & Evacuation Policy](#)
- 2) [Lock Down Policy](#)
- 3) [Medical Policy](#)
- 4) [Educational Visits Policy](#)
- 5) [Bus Charter](#)
- 6) [Child Protection & Student Safeguarding Policy](#)