



## Health & Safety Policy

### 1. Policy Statement

Our school is committed to providing a safe, healthy, and secure environment for all students, staff, parents, visitors, and contractors.

We recognise our responsibility to safeguard the physical, emotional, and mental wellbeing of everyone on campus and during school-related activities.

Health and safety is a shared responsibility. All members of the school community must work together to maintain high standards of safety, hygiene, and care.

### 2. Scope of the Policy

This policy applies to:

- Early Childhood, Primary, and Lower Secondary students
- Teaching and non-teaching staff
- Visitors, parents, volunteers, and contractors
- All school premises, transport, trips, and events

### 3. Roles & Responsibilities

#### 3.1 School Management

- Ensure compliance with national health and safety laws
- Provide safe facilities and equipment
- Conduct regular risk assessments
- Ensure staff receive health & safety training
- Maintain emergency procedures

### **3.2 Teachers & Staff**

- Report hazards, accidents, or concerns
- Follow safety procedures
- Supervise students at all times
- Maintain classroom safety
- Promote safe behaviour

### **3.3 Students**

- Follow school safety rules
- Use equipment properly
- Report unsafe situations
- Respect others' safety

### **3.4 Parents & Visitors**

- Follow school safety procedures
- Inform the school of medical conditions
- Cooperate with safety policies

## **4. General Safety Measures**

- All buildings must be structurally safe
- Classrooms must be well-ventilated
- Playgrounds must be supervised
- Hazardous areas must be clearly marked
- Fire exits must remain clear
- Electrical equipment must be checked regularly

## **5. Health & Hygiene**

### **5.1 Personal Hygiene**

- Handwashing before meals and after toilet use
- Clean uniforms and personal items
- Covered coughs and sneezes

## **5.2 School Cleanliness**

- Daily cleaning of classrooms and toilets
- Regular disinfection of surfaces
- Safe waste disposal

## **5.3 Illness Management**

- Sick students must stay home
- Parents must inform the school of contagious illnesses
- First aid provided when needed
- Medical records maintained confidentially

## **6. First Aid & Medical Care**

- Trained first aiders available on campus
- Fully stocked first aid kits
- Accident records maintained
- Emergency medical procedures followed
- Parents informed immediately for serious cases

Medication is only administered with written parental consent.

## **7. Fire Safety & Emergency Procedures**

- Fire drills conducted regularly
- Fire extinguishers installed and maintained
- Clear evacuation routes
- Emergency assembly points identified
- Staff trained in emergency response

Students must follow instructions calmly during emergencies.

## **8. Playground & Physical Activity Safety**

- Adult supervision at all times
- Age-appropriate equipment
- Immediate response to injuries
- No dangerous objects allowed

## 9. Classroom Safety

- Safe seating arrangements
- Proper storage of materials
- No sharp or hazardous items within children's reach
- Science and practical lessons follow strict safety rules

## 10. Child Protection & Emotional Wellbeing

The school is committed to:

- Protecting children from harm
- Promoting respectful behaviour
- Preventing bullying
- Providing emotional support
- Reporting safeguarding concerns

All staff must follow the **Child Protection Policy**.

## 11. Educational Trips & Activities

- First aid kits available
- Emergency contacts prepared

## 12. Reporting Accidents & Hazards

All accidents, injuries, and safety hazards must be:

- Reported immediately
- Recorded formally
- Investigated
- Corrective actions taken

### **13. Policy Review**

This policy will be reviewed:

- Annually
- After serious incidents
- When regulations change

### **14. Commitment**

Our school is dedicated to maintaining a safe, healthy, and supportive learning environment where every child can grow, learn, and thrive.