

BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

## **Health and Safety Policy**

**Updated August 2024**

### **Monitoring and Review**

This policy is to be reviewed annually, though any deficiencies or weaknesses in health and safety arrangements will be remedied without delay.

This policy will be reviewed by the Principal.

This policy will be approved by the Board/ Orbital Education.

Date when policy was last approved: August 2024

Date when next review is due: August 2025

For Head Office advice contact:

Michael w Clack [michael@orbital.education](mailto:michael@orbital.education)

## **Principles:**

It is the policy of **Britannica International Shanghai** to attach the greatest importance to the Health, Safety and Welfare at work of all stakeholders connected with the school.

The school will ensure commitment to developing and maintaining such a safe environment for all who use the school premises.

This policy should be read in conjunction with the:

- Critical Incident Policy
- Crisis Management Handbook
- Evacuation Policy
- First Aid Policy
- Health and Safety Checklist Audit
- Lockdown Policy
- Risk Assessment Policy
- Staff Behaviour Policy/ Code of Conduct
- Staff Handbook
- School policies for off-site visits

Health and Safety is a crucial strand of the range of strategies which contribute to the school's approach to full implementation of Safeguarding

The school regards good health, safety and a conducive environment as a basic condition for success, satisfactory learning and sound education.

The school will liaise with any appropriate local agency in ensuring that the highest standards of safety are achieved.

The administration/ school management believe that the promotion of Health and Safety in school is a mutual objective for all connected with the school. Such responsibility cannot properly be discharged without the full and active cooperation of all members of the school community. Therefore, achieving and maintaining a high standard of safety in the school requires that staff, visitors, students and contractors are aware of their respective responsibilities and act accordingly.

Health and Safety is the responsibility of all staff, visitors and contractors; the school always requires stakeholders to conduct themselves in a way they pose no risk to their own, or others' Health and Safety. It is the responsibility of all individuals to maintain their practice and work area in such a way as to be safe and to assess the risks of each activity.

Students of the school are expected to behave in a way that ensures their own and other's Health and Safety; all staff members are expected to guide students in such safe behaviour.

## **Policy Statements:**

It is our policy that, with the resources available and so far, as is practical, the school will:

- Educate students in safe working practices;
- Encourage awareness of staff, visitors, contractors and students regarding Health & Safety issues;
- Provide a safe and healthy working environment for teaching, learning and working;
- Identify and prevent hazards, this being paramount to creating a safe environment
- Eliminate or isolate hazards that arise within the environment.
- The school will minimise the effects of hazards if they cannot be practicably eliminated or totally isolated
- Maintain the cleanliness and state of the building;
- Provide safe systems of working to ensure the Health & Safety at work of students and staff;
- Provide necessary safe machinery and equipment;
- Manage and maintain the use of personal protective equipment:
- Provide advice and adequate information and training on Health & Safety at Work and fire prevention;
- Ensure that all employees, students, contractors and visitors follow safety procedures and are aware of the evacuation arrangements. Ensure that evacuation instructions and/or maps are available in all areas
- Provide safe storage for necessary dangerous materials and substances;
- Provide adequate first-aid facilities;
- Establish practice and maintain effective emergency evacuation procedures, including notification of exit routes and alternative exit routes in each area.
- Maintain a record of received written Health & Safety issues, accident book and evacuation records. Notify parents by telephone or letter in the event of a head injury or other accident of a more serious nature
- Monitor and review regularly the Health & Safety procedures;
- Review this policy regularly.

### **Management:**

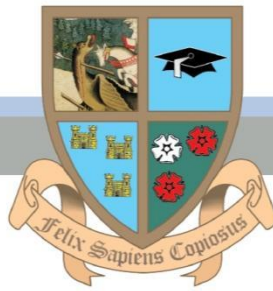
The principles and policy statements will be managed in the following ways;

- Risk Assessment is the responsibility of everyone.
- The teachers are responsible for maintaining Health & Safety in their area, with their equipment and through their procedures e.g.
  - there should be no trailing cables
  - resources should be stored in a tidy and safe manner
  - attention should be paid to science areas where chemicals and other hazardous materials might be stored
  - there should be separate H and S guidance for use of specialist areas such as Science Laboratories, Swimming pool, Canteen and Kitchen, Car Parks, arrival and departure of children at school entrances / exits

- Any Health & Safety issues identified should be passed in writing using the appropriate form to the Principal who will then communicate with the Site Admin Manager to determine if the issue is maintenance or Health & Safety and how the issue will be addressed either by the school maintenance staff or outside contractors. The Site Admin Manager is responsible for passing information between the maintenance staff members concerned.
- The SLT/ Health and Safety Committee will regularly carry out a Health & Safety inspection of the school and deal with any areas of concern.
- The Health and Safety Checklist should be reviewed each term
- Evacuation and Lockdown procedures (**which should have separate and clearly distinct audible warnings**) The wording of these announcements will be updated and changed from previous years. Updated wording to be added to relevant policies will be carried out termly, to simulate as closely as possible a real emergency.
- Records of maintenance checks are subject to spot check during visits by Head Office personnel

#### **Other Points to Note**

1. All students should walk around the school corridors etc.
  2. No student is allowed on the roof areas or outside the school grounds without adult supervision.
  3. Other than staff, all other personnel, on arrival at all campuses must obtain a Visitor's Pass and report to the office to declare themselves before engaging in any official business within the school.
  4. All staff should use the QR code scanner identification pad (if available) at the school gate on entering and leaving the building.
  5. The school gates must be kept closed and guarded during the school day so that all visitors must ask for admittance.
  6. The students should not be loitering in the toilet areas.
  7. Staff on duty at all times of the day must be walking around the patrol area keeping maximum vigilance.
  8. Alcohol, smoking and non-prescribed drugs are banned from the school premises.
  9. In P.E. and swimming lessons additional rules apply as per the teacher's instructions to the students.
10. On school trips there is a **minimum** ratio of 1 adult to every 10 children or part number of 10. There must be more adults for younger children



BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

## 健康与安全政策

更新于 2024 年 8 月

### 审查与评估

这一政策将每年审查一次，但有关于健康与安全中的任何缺陷或不足都将立即得到纠正。

该政策将由校长审查，由董事会/Orbital 教育集团批准。

政策最后批准日期：2024 年 8 月

下一次审查截止日期：2025 年 8 月

总部咨询请联系：

Michael w Clack [michael@orbital.education](mailto:michael@orbital.education)

## 原则：

上海不列颠英国外籍人员子女学校的政策是高度重视与学校有关的所有利益相关者的健康、安全和工作福利。

学校将致力于为所有使用学校校舍的人员营造和维护这样一个安全的环境。

本政策应与《突发事件政策》一并阅读：

- 重大事件政策
- 危机管理手册
- 撤离政策
- 急救政策
- 健康与安全清单审核
- 封锁政策
- 风险评估政策
- 员工行为政策/行为准则
- 员工手册
- 学校校外访问政策

健康与安全是学校全面实施保障措施的一系列战略中的重要一环。

学校将良好的健康、安全和有利的环境视为成功、令人满意的学习和良好教育的基本条件。

学校将与当地有关部门保持联系，以确保达到最高的安全标准。

行政部门/学校管理层认为，促进学校的健康与安全是所有与学校相关人员的共同目标。没有学校所有成员的充分和积极合作，就无法正确履行这一责任。因此，要在学校实现并保持高标准的安全，就要求教职员工、来访者、学生和承包商意识到各自的责任，并采取相应的行动。

健康与安全是所有教职员工、来访者和承包商的责任；学校始终要求利益相关者的行为不对自己或他人的健康与安全构成威胁。所有人都有责任保证自己的工作和工作区域的安全，并对每项活动的风险进行评估。

学校学生的行为应确保自身和他人的健康与安全；所有教职员工都应对学生的安全行为提供指导。

## 政策声明：

我们的政策是，在资源允许的情况下，在可行的范围内，学校将会：

- 对学生进行安全工作实践教育；
- 鼓励教职员工、来访者、承包商和学生提高对健康与安全问题的认识；
- 为教学、学习和工作提供安全健康的工作环境；
- 识别和预防危险，这是创造安全环境的重中之重；
- 消除或隔离环境中出现的危险；如果无法切实消除或完全隔离危险，学校将尽量减少危险的影响；
- 保持教学楼的整洁和状态；
- 提供安全的工作系统，确保学生和教职员工的工作健康与安全；
- 提供必要的安全机械和设备；
- 管理和维护个人防护设备的使用；
- 提供有关工作健康与安全以及消防的建议和充分的信息与培训；
- 确保所有员工、学生、承包商和来访者遵守安全程序并了解疏散安排。确保所有区域都有疏散指示和/或地图；
- 安全存放必要的危险材料和危险品；
- 提供足够的急救设施；
- 建立并保持有效的紧急疏散程序，包括通知每个区域的出口路线和替代出口路线；
- 保存收到的书面健康与安全问题记录、事故登记簿和疏散记录。在发生头部受伤或其他性质更严重的事故时，通过电话或信件通知家长；
- 定期监督和审查健康与安全程序；
- 定期审查本政策。

## 管理：

学校将通过以下方式管理原则和政策声明；

- 风险评估是每个人的责任。
- 教师有责任在自己的区域内，通过自己的设备和程序维护健康与安全，例如：
  - 不得有拖曳的电缆
  - 以整洁和安全的方式存放资源
  - 应注意可能存放化学品和其他危险材料的科学区域
  - 对于科学实验室、游泳池、食堂和厨房、停车场等专业区域的使用，以及学生在学校入口/出口的进出，应有单独的健康和安全指南。
- 任何发现的健康与安全问题都应使用适当的表格以书面形式提交给校长，然后由校长与学校场地行政经理沟通，以确定是维修问题还是健康与安全问题，以及学校维修人员或外部承包商将如何解决该问题。学校场地行政经理负责在相关维修人员之间传递信息。
- 学校领导层/健康与安全委员会将定期对学校进行健康与安全检查，并处理所有隐患的问题。
- 健康与安全检查表应当每学期进行一次检查。
- 撤离和封锁程序（**应有单独和明确的声音警告**），这些公告的措辞将比往年有所更新和改变。每学期学校都将对相关政策的措辞进行更新，以尽可能模拟真实的紧急情况。
- 总部人员来访时将抽查维护检查记录。

### 其他注意事项

- 1.所有学生应在学校走廊等处走动。
- 2.在无成人监护的情况下，学生不得进入屋顶区域或校外场地。
- 3.除教职员工外，所有其他人员在抵达所有校园时，必须领取访客通行证，并到办公室报到，申报后方可入校。
- 4.所有教职员工在进出教学楼时，必须在校门口使用二维码扫描识别板（如有）。
- 5.在上课期间，校门必须保持关闭，并有门卫把守，以便所有访客按要求进入。
- 6.学生不得在厕所内闲逛。
- 7.值班人员必须全天候在巡逻区内走动，保持最大限度的警惕。
- 8.校内禁止酗酒、吸烟和服用非处方药物。



9.在体育课和游泳课上，根据各教师对学生的指导，额外的规则适用。

10.在学校旅行中，成人与儿童的**最低**比例为 1 比 10，或 10 名部分的儿童中至少配有 1 名成人。年龄较小的儿童必须有更多的成人陪同。