BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Health and Sagety Policy

Updated August 2026

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

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 and Health and Safety Committee.

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

Date when policy was last approved: August 2026

Date when next review is due: August 2027

For Head Office advice contact:

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