



HEALTH AND SAFETY POLICY

- It is the policy of Nord Anglia Education Ltd, its Subsidiaries and Affiliated Companies (hereafter referred to as “the Company”) to conform to local Health and Safety Regulations and to use the basis of UK legislation as a standard for the provision and maintenance of a healthy and safe working environment. The health and safety objective of the Company is to minimise the number of instances of accidents and illnesses and ultimately achieve an accident-free learning and working environment.
- All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.
- The Company recognises and accepts the duty to protect the health and safety of all employees, students, parents and visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.
- While the management of the Company will do all that is within its powers to ensure the health and safety of its employees and students it is recognised that health and safety is the responsibility of each and every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.
- All UK teaching staff will be CRB checked pending employment. Non UK teaching staff will have an equivalent check carried out from their Country of Citizenship.
- The management of the Company will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between employees at all levels. It is therefore every employee's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.
- The Company will make available such finances and resources as are deemed reasonable to implement this policy.

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- Contagious or infectious illnesses and all injuries, however small, sustained by a person at the Company must be reported to the designated person on the site. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
 - The Company recognises the civil and moral need to ensure that all employees adhere to this Health and Safety Guidance and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for this Health and Safety Policy.
 - The Company's Health and Safety Guidance will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. This Policy and guidance will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.

NAE Health and Safety Policy Statement

General Statement: NAIS HK

This policy is produced for Nord Anglia International School, Hong Kong and complies with the Nord Anglia Foundation Education Policy Statement and the regulations, ordinances and guidelines of the Hong Kong Government.

The school recognises its responsibility to promote a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

The principles we operate under are as follows:

- plant, equipment and systems of work are safe and without risks to health;
- the handling, storage or transport of articles and substances will be safe;
- information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees and all those in the school;
- the site is maintained in a safe condition and without risks to health;
- access to and from the site are maintained in a safe condition;
- the working environment provided is safe;
- adequate arrangements are made for staff welfare, welfare of pupils and visitors.

Brian Cooklin – Principal
Nord Anglia International School Hong Kong
Signed on behalf of Nord Anglia International Companies

Date

Health and Safety Organisational Responsibilities

Principal

The Principal is responsible for:

- supporting the Regional Director in the development and implementation of an effective health and safety strategy;
- assisting in regular reviews of the Company's health and safety strategy;
- ensuring that there is an effective health and safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the business;
- determining health and safety objectives and assign clear responsibilities for meeting them;
- allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme;
- ensuring that health and safety responsibilities are clearly communicated to employees;
- assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the Company's health and safety policy and strategy.

Assistant Principals and Senior Managers

The Assistant Principals and Senior Managers are responsible for:

- supporting the implementation of the Company's health and safety policy;
- co-operating at all times with management in the implementation of and adherence to health and safety policy and procedures;
- co-operating with the development and implementation of the long-term safety plan by highlighting priorities and developing local plans to improve safety performance;
- ensuring that all members of their team are aware of their responsibilities and have received appropriate training;
- carrying out regular documented safety inspections that highlight unsafe conditions and acts;
- ensuring that there are appropriate documented structures for the discussion of health and safety matters with their teams, e.g. team meetings, etc.;
- ensuring that areas of particular concern, which cannot be solved at this level, are communicated effectively to Senior Management;
- supporting and participation in the established system of communication in respect of health and safety within the Company/School;
- investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees;

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- investigating all accidents that occur in their areas of responsibility, ensuring they are recorded and reported on the RIVO system.

Health and Safety Coordinator

The Health and Safety Coordinator is responsible for co-ordinating many health and safety activities and for acting as the primary source of health and safety advice within the Company/School. These responsibilities specifically include:

- co-ordinating the Company's/Schools risk assessment programme;
- administering the accident investigation and reporting procedure;
- liaising with the local health and safety enforcement authority, the Company's/Schools insurers and other external bodies;
- submitting any statutory notification reports as required by local legislation;
- co-ordinating the health and safety inspection programme;
- identifying health and safety training needs;
- providing or sourcing health and safety training;
- providing health and safety induction training to new employees;
- identifying the implications of changes in local legislation or guidance;
- preparing and submitting progress reports on an annual health and safety action programme;
- sourcing additional specialist health and safety assistance when necessary;
- displaying a copy of the Company's Health and Safety Policy Statement, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure;
- ensuring the their building has adequate fire wardens and first aiders at all times;
- completing the Induction Checklist for new starters and long-term temporary employees/Teaching staff;
- keeping and maintaining the Health and Safety Guidance document and updating with any new procedures when given;
- ensuring that any actions arising from the health and safety audits are addressed;
- recording any hazardous substances and materials.

Year Leaders/Head of Year

Year Leaders/Head of Year are responsible for the effective management of health and safety within his or her own area or function. In particular this includes:

- ensuring that safe systems of work are implemented;
- enforcing personal protective equipment requirements;
- ensuring that employees/pupils are adequately trained for the tasks they perform;
- monitoring classrooms, offices and equipment, reporting faults where necessary;
- identifying and reporting health and safety related problems with issues;
- identifying training needs;
- investigating and reporting on accidents and incidents;
- participating in the risk assessment programme;
- setting a good example on health and safety matters.

Teachers

Teachers have responsibilities in respect of health and safety. In particular they will:

- co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures including maintaining their classrooms safely;
- take reasonable care for their own safety and for the safety of others who may be affected by their actions at work;
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- report all health and safety concerns to line managers/Heads of Year;
- assist with the completion of the risk assessment programme.

Fire Wardens

Fire wardens will:

- participate in all required fire warden training;
- know who works in their allotted area;
- ensure that all employees/Teaching Staff, Pupils in their area are familiar with their assembly points, and nearest escape routes.

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under an approved training course.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

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- ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.

List of advanced first aiders

Name	Room	Floor	Tel Ext
Katie Malone	1003	1	3029
Martin Pate	1011	1	3074
Deri Ried	1011	1	3074
Lauren Kenny	1011	1	3074
James Malone	1011	1	3074
Gillian Johnson	2005	2	3062
Stephen Holt	3004	3	3079
Tom Ferguson	G006	G	3054
Naima Charlier	G006	G	3005
Scott Mackinnon	4004	4	3037
Kelvin Fawcett	2010	2	3072

All Employees

All employees have a responsibility to:

- take reasonable care for their health and safety at work and of other persons;
- to report immediately any defects in the workplace;
- not misuse anything provided for health and safety purposes;
- report any accident or dangerous occurrence and co-operate with management in investigating incidents;
- co-operate with management in respect of complying with Health and Safety requirements.

All pupils

All pupils are expected to:

- comply with school rules, code of conduct and the behaviour policy;
- take note of and comply with information provided for trips;
- in case of emergency to remain calm, listen and follow instructions;
- not to misuse anything provided for Health and Safety reasons.

General Arrangements

1. All accidents should be reported and recorded using the RIVO system. A full-time school nurse is based on the premises and first aiders are located around the building as listed at the school reception. First aid boxes are located around the site and are provided for all trips.
2. Regular consultation with all employees will be conducted to review and update Health and Safety policy and arrangements.
3. The Policy and Procedures for all school trips is contained in the staff handbook and parental consent in writing is a requirement.
4. Fire Drill and emergency weather procedures are produced (see Appendix).
5. School security is provided 24 hours a day by Savills Guardian and CCTV cameras are deployed both outside and around the school for protection.
6. Contractors must comply with all Health and Safety requirements and legal obligations. Any hazards caused by contractors will be controlled by measures implemented following a risk assessment.
7. Computer use and e-safety are covered by our acceptable use policy which users have to sign as a pre-cursor to using any NAIS equipment.
8. The Head of Science and the Science technician and other staff will undertake all COSHH assessments to comply with the necessary regulations (Control of Substances Hazardous to Health).
9. Training will be provided for safe manual handling and risks assessments will be undertaken.
10. The school's Child Protection, Safeguarding and Safer Recruitment policies apply to all staff and copies are made available to all employees.
11. Maintenance of all equipment and the building is a major and continuing school responsibility.

This policy provides a framework for all Health and Safety aspects but does not provide a comprehensive list of all possible situations. In all cases, the principles of this policy apply.

Fire Drill

Fire drills will be held once per term to practice smooth and effective evacuation of the building when the fire alarm is sounded.

Fire alarms

Fire alarms are located throughout the building. If a fire is discovered, the fire alarm must be activated immediately. Make sure you know where the nearest alarm is and how to activate it.

Use of extinguishers

Do not attempt to use an extinguisher unless the fire is so small it can be definitely extinguished and that you know how to use the extinguisher.

If possible, switch off and unplug electrical equipment.

Close windows and doors behind you as you leave. This will help prevent the spreading of the fire.

Evacuation

When the alarm sounds all staff, pupils and visitors must immediately leave the building by the nearest fire exit and report to the assembly points (school playgrounds). Pupils must be instructed to leave the building in single file, in a calm, orderly manner.

The person in charge of the class must indicate the exit route and direct all pupils to the assembly point.

(A Personal Evacuation Emergency Plan will be prepared for any disabled pupil.)

- No running is permitted.
- Lifts cannot be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one should re-enter the building until instructed to do so by a senior member of staff.

The named Fire Marshals should direct people to the Assembly point, having made sure that their area is clear.

Assembly

- Please line up your class at the designated area at the assembly point. There will be a sign for each class.
- Immediately after classes have assembled at the assembly point, a roll call must be made to check all are present.
- Any visitors must also be accounted for at that time.
- Attendance registers and visitor records must be checked.
- Each teacher must report to the nominated person in charge of evacuation to verify everyone is accounted for according to the register.
- The time taken for evacuation will be recorded in the Fire Log Book.
- A senior member of staff will instruct all present when to return to the building.
- Any problems e.g. alarm not sounding properly should be reported immediately to the Fire Marshal.

Fire Marshal Responsibilities

- Know who is in your designated area.
- Ensure all are familiar with escape routes and assembly points.
- Ensure a high visibility jacket is readily available.

Area of the School	Fire Marshal	Assembly Point
<u>Ground Floor</u> <ul style="list-style-type: none">• Reception• Waiting Area• Admissions Office• School Support Office• Conference Room	Rebecca Merett	Yr 1/2 Playground
<u>Ground Floor</u> <ul style="list-style-type: none">• Administration Office• Assistant Principals' Offices• Principal's Office• Nurse's Room• I.T. Manager and Office	Edward Ng	Yr 1/2 Playground
<u>Ground Floor</u> <ul style="list-style-type: none">• Security Office• Cafeteria / Kitchen• Staff Room• Toilets	Roy Tam	Yr 3-7 Playground
<u>Ground Floor</u> <ul style="list-style-type: none">• P.E. Staff Room• Pool Office• Swimming Pool• Changing Room	James Malone	Yr 3-7 Playground

<u>First Floor</u> <ul style="list-style-type: none"> • Classes 1A, 1B, 1C, 1D, 1E • Female and Disabled Toilets 	Year 1 Leader	Yr 1/2 Playground
<u>First Floor</u> <ul style="list-style-type: none"> • Classes 3A, 3B, 3C • Activity Area • Staff Toilets • Male Toilets 	Year 3 Leader	Yr 1/2 Playground
<u>First Floor</u> <ul style="list-style-type: none"> • Sports Hall • P.E. Stores 	Martin Pate	Yr 3-7 Playground
<u>Second Floor</u> <ul style="list-style-type: none"> • Activity Area • Classes 2A, 2B, 2C, 2D • Female and Disabled Toilets 	Year 2 Leader	Yr 1/2 Playground
<u>Second Floor</u> <ul style="list-style-type: none"> • Classes 2E, 3D • Music Room, Teacher Resource Area • ASN Rooms • Music Practice Rooms • AV Control Room • Male Toilets 	Naomi Rowan	Yr 1/2 Playground
<u>Third Floor</u> <ul style="list-style-type: none"> • Activity Area • Classes 4A, 4B, 4C, 4D • Female and Disabled Toilets 	Year 4 Leader	Yr 1/2 Playground
<u>Third Floor</u> <ul style="list-style-type: none"> • Classes 5A, 5B • Computer Studies Room • Library • Male Toilets 	David Boyd	Yr 1/2 Playground
<u>Fourth Floor</u> <ul style="list-style-type: none"> • Classes 5C, 6A, 6B • Prep Room, Science Lab • Female and Disabled Toilets 	Scott Mackinnon	Yr 1/2 Playground
<u>Fourth Floor</u> <ul style="list-style-type: none"> • Classes 7A, 7B, 7C • Conference Room • Administration Offices • Staff Toilets 	Year 7 Leader	Yr 1/2 Playground
<u>Fifth Floor</u> <ul style="list-style-type: none"> • Classes 5.014, Art Room • Kiln Room 	Sarah-Jane Pate	S1/2 Playground

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| • Teacher Resource Area | | |
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Emergency Weather Warning Procedures

As a school, we are bound to follow the regulations, ordinances and directives of the Education Bureau (EDB) of Hong Kong. In all cases, we will abide by the warnings as required by the Hong Kong Government and as issued through the Hong Kong Observatory.

When there are Typhoon Signals and Rainstorm warnings, the Education Bureau makes a decision on such mornings at 6:00 am and issues this information to the media. If the school is to be closed, we will post a notice on the school website and issue the information by all possible means. Please make sure your helpers are aware of these procedures.

Typhoon Signals and Rainstorm Warnings	Actions Required
Typhoon Signal Number 1	All classes operate normally.
Typhoon Signal Number 3	All classes operate normally.
Typhoon Signal Number 8 or above	School is closed and all classes are cancelled.
Amber Rainstorm	All classes operate normally.
Red Rainstorm	School is closed and all classes are cancelled.
Black Rainstorm	School is closed and all classes are cancelled.

If the signal is raised during school hours, the following procedures will operate:

Typhoon Signals and Rainstorm Warnings	Actions Required
Typhoon Signal Number 1 or 3	All classes operate normally with the usual dismissal times (including extra curricular activities).
Typhoon Signal Number 8 or above	All classes will be dismissed. (Notice of the signal being raised is issued to schools several hours before it is actually hoisted, giving time to make arrangements to get pupils home safely.)
Amber Rainstorm	All classes operate normally.
Red or Black Rainstorm	All classes remain in school until the warning is removed and buses are authorised for safe travel.

At all times and on all occasions, staff will maintain a register and record who is collected. They will continue to care for your children until all have been safely collected.

Thank you for your assistance with these safety procedures. For information regarding weather conditions, use the following:

Hong Kong Observatory website: www.weather.gov.hk
(You can download their app to your smartphone or tablet.)

Hong Kong Observatory telephone: 187-8200
(Press 1 for Cantonese, 2 for Mandarin, 3 for English)