



Health and Safety Policy

Introduction:

The International Academy's Health and Safety Policy Document outlines its commitment to effective and successful health and safety management. It includes a statement of intent, along with organisational details regarding arrangements and monitoring systems for Health and Safety management.

POLICY AIM, OBJECTIVE, AND STATEMENT

Policy Aim

To create a school environment where everyone can fulfil their potential without experiencing work- or education-related injury or ill health. This includes all school staff, visitors, volunteers, pupils, partners, and others who may be affected by our activities.

Policy Objectives

- Conduct all activities safely and in compliance with legislative standards.
- Provide safe working and learning conditions.
- Implement a systematic approach to identifying risks and allocating resources for their control.
- Foster a positive health and safety culture characterised by open communication and a shared commitment to health, safety, and welfare.
- Promote sensible risk management principles that encourage innovation and learning.

Policy Statement

The International Academy recognizes and accepts its responsibility as an employer and service provider to offer a safe and healthy workplace and learning environment for all staff, pupils, and others affected by its activities.

The International Academy will adopt health and safety arrangements aligned with national Health and Safety Policies and strive to meet and adhere to all relevant health and safety legislation, policies, and procedures.

Effective health and safety management will be integrated into the school's operations and considered across all work and educational activities.

The International Academy will ensure access to competent technical advice on health and safety matters to achieve its objectives by:

- Maintaining a training level agreement with the local branch of the International Committee of the Red Cross.

The school will:

- Maintain buildings, grounds, plant, and equipment in accordance with appropriate health and safety standards.
- Promote health and safety training to enhance competence and awareness.
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage all pupils to prioritise personal safety and the safety of others through management example, joint consultation, curriculum delivery, and pastoral care.
- Require staff to exercise due care and attention, adhering to safe working methods consistent with their professional training.

The International Academy will adopt a planned, risk-based approach to health and safety management grounded in sensible risk management principles. This involves:

- Assessing hazards and associated risks.
- Identifying and implementing preventive and protective control measures to reduce risks to acceptable levels.
- Monitoring the effectiveness of these measures, including enforcing proper working practices through the senior leadership team and other supervising staff, and reviewing incident statistics.
- Incorporating health and safety requirements and responsibilities into contract conditions, enforced by the administration, senior leadership team, and other supervising staff.

- Providing information, instruction, training, and protective equipment to staff (and pupils where required).
- Regularly reviewing risk assessments, policies, procedures, and practices, as well as incorporating additional information from monitoring or incidents.

All staff, directors, and relevant personnel at the International Academy are required to understand and implement this policy statement. Supporting documents outlining organisational arrangements and procedures for policy implementation are available.

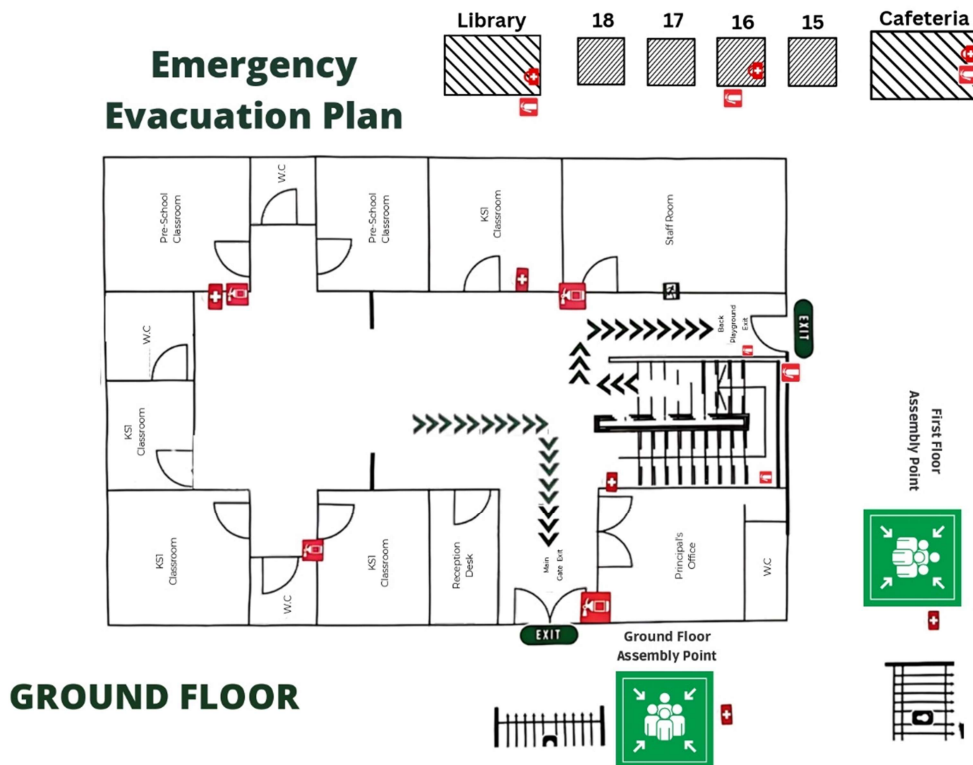
This Policy was approved by the school’s principal and the chairman of board of directors of the International Academy in July 2024. It will be reviewed again in July 2025.

Evacuation Plan

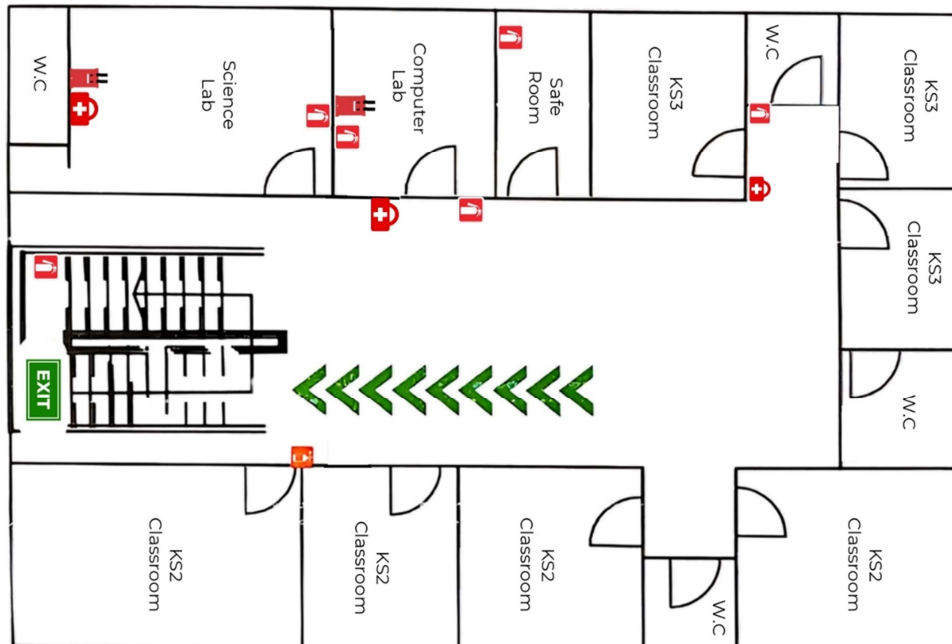
In the event of a fire at the school, staff members are responsible for the following actions:

- Raise the fire alarm.
- Evacuate the school.
- Ensure all pupils and visitors are out of the building.

All staff should be aware of the nearest exit in their classrooms and other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school, and staff should familiarise themselves with these plans. (See Examples below)



Emergency Evacuation Plan



1st FLOOR

Procedures on Hearing the Fire Alarm

Classroom Staff/Support Staff

- Upon hearing the fire alarm, the person managing the class/group/individuals will lead the children through the nearest fire exit.
- Children MUST evacuate the building in silence.
- NO ONE should stop to collect any belongings.
- Children must be evacuated to the nearest assembly point.
- Staff must inform administrative staff via phone if this differs from their usual assembly point so their fire registers can be brought to them.
- Staff will check children against the fire register and immediately inform administrative staff via radio of any missing children.
- Any staff with children in a different location than their normal assembly point must notify the child's class teacher via radio.

Administrative Staff

- Unless informed that a fire drill is taking place, the emergency warden will immediately contact the Fire Brigade upon hearing the alarm.
- School registers will be distributed to the assembly points on the front playground and rear playing field.
- Office mobile phones must be taken out with the registers to receive any class messages regarding changes to fire assembly points.

- The visitor's, staff, and volunteer signing-in books must also be taken out and checked. Any missing persons must be reported to the fire control officer for the respective assembly point.

Principal

- The Principal will monitor the evacuation of the premises from the two assembly points (main playground and rear playing field).
- Teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately to the emergency warden.
- When the headcount is completed, the Principal will inform the Chairman of the Board of Directors by phone that everyone is present.

Emergency Warden

The emergency warden will:

- Visually check the main office, toilets, and staff toilets.
- Inform the Principal that all areas are clear.
- Monitor the school's main entrance to wait for the Fire Brigade and ensure no one re-enters the premises.
- In the event the emergency warden is not on-site, the responsibility passes to the administrative director to check the whole school.

Administrative Director

The administrative director will:

- Check the Principal's office, toilets, and administrative offices.
- Inform the Principal that the areas are clear.
- In the event the administrative director is not on-site, the responsibility passes to the director of studies to check the whole school.

Cafeteria Staff

When the alarm is activated, staff will:

- Turn off and unplug any equipment if safe to do so.
- Evacuate by the designated route.
- Close doors and windows as they leave.
- Assemble at their assembly point on the front playground.
- NO ONE should stop to collect personal belongings.
- Do not re-enter the building until told to do so by the Principal or Fire Service.

No one may re-enter the buildings until they have been given the all-clear by the Principal, in the case of a fire drill, or Fire Officers, in the case of a fire.

Fire Warning System

- All areas have a site plan indicating the nearest escape route and outside assembly points.
- All staff are issued with New Employee Booklets on their first day, containing all Health/Safety Data and Fire Evacuation procedures.
- Regular fire drills are arranged.

Key Escape Routes

- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.

Fire Fighting Equipment

- There are a variety of fire extinguishers (CO2, Water, and foam) throughout the building. These are checked weekly on a rota basis and serviced annually.

Assembly Points

- Back Playground Gate
- Main Door Gate

Fire Risk Assessments

- Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term describes the equipment, systems, and procedures required to ensure the safe evacuation of all people in the event of a fire. The general fire precautions include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPs
- Formulation of fire procedures
- Fire drills
- Provision of information, instruction, and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lighting
- Control of contractors working on-site

- Maintenance, inspection, and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Escape routes, fire exits
- Fire-fighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

It cannot be overemphasised that the main aim is to ensure everyone reaches a place of safety. Putting out a fire is secondary to this.

ORGANIZATION

Roles and Responsibilities

2.1 General

The Principal and the Board of Directors have management responsibilities to safeguard the health, safety, and welfare of employees, pupils, visitors, contractors, and the self-employed. They will also ensure that school staff and premises adhere to both international and local health and safety policies and practices.

To fulfil these responsibilities, the Principal and the Board of Directors will:

- Develop a school health and safety policy and establish appropriate procedures for managing health and safety issues.
- Implement the policies of the city of Benghazi and any agreed local policies or procedures as applicable.
- Consider the costs of implementing health and safety policies during decision-making and allocate reasonable funding accordingly.
- Receive and act upon regular health and safety reports to monitor and evaluate the effectiveness of health and safety management systems.
- Include health and safety considerations in contract specifications and conditions, taking into account local policies and procedures.
- Ensure the school has access to competent health and safety advice.

2.2 Principal

The Principal will comply with local and national health and safety policies and will specifically:

- Ensure all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- Ensure health and safety policies, procedures, action plans, and risk management programs are integrated into business, operational planning, and service delivery.
- Support accident and incident investigations, review reports and statistics, and utilize information on trends and hotspots.
- Oversee monitoring and ensure adequate resources are allocated to achieve compliance.
- Ensure the school has access to competent health and safety advice.
- Guarantee that all necessary health and safety activities, requirements, and standards are undertaken and met within their area of control.

2.3 Senior Leadership Team

The leadership team at the International Academy will share general responsibility for ensuring that all necessary health and safety activities, requirements, and standards are undertaken and met within their respective areas of control. This will occur under the direction of the Principal and Administrative Director, and any other staff member with supervisory responsibilities. To this end, they will:

- Identify hazards, initiate risk assessments, document significant findings, and implement necessary control measures.
- Verify and document the safety of the working environment, equipment, products, and materials, as well as the effectiveness and compliance with health and safety procedures, taking necessary remedial action.
- Inform, instruct, train, supervise, and communicate with employees, providing required equipment, materials, and clothing to enable safe work practices. Complete health and safety induction checklists for all new employees upon commencement of employment.
- Report all accidents, incidents, and near-miss events, investigate causes, and take appropriate corrective action to prevent recurrence.

2.4 Employees and Volunteers

All employees, volunteers, and contractors must adhere to the school's health and safety policy and associated arrangements. Specifically, they are required to:

- Take reasonable care for their own health and safety at work and for those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely, comply with health and safety instructions and information, and undertake required health and safety training.

- Avoid intentionally or recklessly interfering with or misusing anything provided for health, safety, and welfare purposes.
- Report health and safety concerns, hazardous conditions, or defects in health and safety arrangements to their manager.
- Support the school in fostering a positive safety culture that extends to pupils and visitors.
- Participate in regular health and safety training and briefings as required.
- Contribute to a safe working environment by actively identifying and reporting potential hazards.
- Understand and follow emergency procedures in case of accidents, fires, or other emergencies.

2.5 Students

All students are expected to behave in accordance with the school's behaviour policy and specifically to:

- Take reasonable care for their own health and safety at school and for their peers, teachers, support staff, and any other individuals present at the school.
- Cooperate with teaching and support staff and follow all health and safety instructions.
- Avoid intentionally or recklessly interfering with or misusing anything provided for health, safety, and welfare purposes.
- Report health and safety concerns to a teacher or other school staff member.

3. Arrangements

The following arrangements will be implemented to ensure the Board of Directors and Principal fulfil their responsibilities and establish a foundation for safeguarding the health and safety of employees and all site users.

3.1 Setting Health and Safety Objectives

The Board of Directors and Principal will specifically review progress on health and safety objectives at the termly Governing Body meeting. Necessary health and safety improvements will be identified and incorporated into the school action plan.

3.2 Consultation

3.2.1 Provision of an Effective Joint Consultative Process

The school's Health and Safety Committee will meet once per term and report back to the Board of Directors and Principal. The H&S working party, comprising a member of the Senior Leadership Team and the Administrative Director, will consult with all school staff, ensuring all concerns are addressed with a clear action plan, identified responsibilities, and target dates.

3.3 Competencies

3.3.1 Provision of Effective Health and Safety Training

The Board of Directors and Principal will review health and safety training annually, aligning it with the school's health and training matrix and prioritising mandatory training.

3.3.2 Risk Assessment

Team Leaders, Curriculum Subject Coordinators, and Educational Visits Coordinators, supported and advised by the Senior Leadership Team, will identify hazards and ensure significant findings are recorded and control measures implemented.

3.3.3 Specialist Advice and Support

Specialist advice and support will be obtained from the local branch of the International Committee of the Red Cross.

3.4 Risk Assessment

The International Academy will assess risks to the health and safety of all staff, pupils, and others potentially affected by work activities. Identifying all foreseeable risks will enable the implementation of necessary preventive and protective measures.

Once suitable risk controls are determined, the risk assessment will be documented and shared with relevant personnel. Additional training or information will be provided to staff as needed.

The Principal will communicate all necessary precautions outlined in the written risk assessment to staff, and the Senior Leadership Team will monitor work systems and the working environment to ensure compliance.

The school will implement all control measures identified in the risk assessment. Competent individuals will be assigned to apply measures necessary to comply with health and safety legislation.

Health surveillance for employees will be provided when required by the risk assessment.

Temporary workers will receive specific health and safety information to address their needs. All staff has a duty to follow health and safety instructions and report any hazardous conditions.

All risk assessments will be reviewed annually or earlier if necessary, such as after an incident or change in work methods.

In case of serious or imminent danger to any person, whether staff, pupils, or others:

- Planned work or activities involving affected pupils will cease.
- The responsible on-site person will instruct staff on immediate actions to reduce danger if possible.
- If necessary, the location or activity will be cordoned off or access prevented until the danger passes or the area is made safe.
- The Principal will seek advice from relevant external sources as needed.

3.5 Fire Safety

3.5.1 General Procedures

The school's Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, or sooner following significant building changes, refurbishment/construction projects, fires, or other emergency incidents. The procedures outlined in the Fire and Emergency Plan may also be implemented for other emergencies (e.g., gas leaks, bomb threats). Appropriate fire safety instruction and training, including evacuation procedures, will be provided to staff, students, visitors, and contractors. Personal Emergency Evacuation Plans (PEEPs) will be developed for individuals requiring additional support.

3.5.2 Fire Drills and Alarm Activations

Regular fire drills will occur at least termly, including before and after school, as well as during lunch and break periods. Planned fire alarm tests and drills will be coordinated with the fire service. After evacuations, debriefing sessions will be held to review procedures and identify areas for improvement. All fire alarm activations and fire incidents will be recorded and reported to the fire service.

3.6 Financial Resources

The Board of Directors and Principal will ensure adequate resources are allocated for effective health and safety management and controls.

3.7 Accident, Assault, and Near Miss Reporting and Investigation

The school will follow local procedures for reporting accidents, assaults, and near-miss incidents. Reports will be completed by the employee's line manager or supervising staff member. Incidents will be discussed at health and safety committee meetings.

3.8 Body Fluids - Cleaning Up Body Fluids (e.g., Urine, Faeces, Vomit, Blood)

The School will ensure the following procedures for cleaning up body fluids:

- Risk assessments will be completed for hazardous cleaning products, and manufacturer's instructions followed.

- Bleach will be stored securely and used cautiously to avoid reactions with other substances.
- Spillages will be cleaned promptly using disposable gloves, detergent, and disinfectant (e.g., chlorine, NaDCC granules, bleach).
- Specific procedures will be followed for urine and blood spills.
- Gloves will be disposed of properly, and hands washed thoroughly after cleaning.

3.9 Contractor Management

Before contract work begins, a contractor induction form will be completed for each contractor, and a Contractor Induction Pack provided. Safe segregation between students and contractors will be ensured. The school will monitor work to ensure safety and report concerns. If safety concerns arise, work may be halted until addressed. At the end of the project, relevant documentation will be provided to the school.

3.10 Control of Substances Hazardous to Health (COSHH)

The School will ensure:

- An inventory of hazardous substances is maintained.
- Non-hazardous alternatives are used when possible.
- COSHH risk assessments are completed and shared with staff.
- Exposure to hazardous substances is minimised or controlled through risk assessments.
- Appropriate PPE is provided.
- Staff receive necessary information, instruction, and training.
- Training records are maintained.
- Information is shared with contractors, temporary staff, and visitors.
- Substances are stored and disposed of correctly.
- COSHH risk assessments are monitored and reviewed regularly.

3.11 Defect Reporting

The school has a defect reporting procedure for damage or defects to premises, equipment, or furnishings. Defective items will be isolated and labelled until repaired or replaced. Areas with premises defects may be isolated or cordoned off as needed.

3.12 Driving and Transport

The International Academy has adopted and implemented the relevant Driving Policy. Anyone driving a vehicle must meet the criteria outlined in the policy.

3.12.1 Private Vehicle Use for Business:

- The driver holds a valid licence for the vehicle.
- The driver is fit to drive.
- The vehicle is roadworthy.
- The vehicle is insured for business use.
- The vehicle is equipped with appropriate safety restraints and child seats (as required).
- Safety restraints are worn while the vehicle is in motion.

3.12.2 Minibus Use:

- The driver meets age, licensing, and experience requirements for driving minibuses.
- The driver is fit to drive.
- The vehicle is adequately insured and roadworthy.
- The vehicle undergoes regular maintenance and safety inspections.
- Pre-use vehicle checks are conducted and recorded.
- Vehicle usage is recorded.
- The vehicle is equipped with a first aid kit and fire extinguisher.
- A code of conduct and adequate supervision for children are in place.
- The vehicle is fitted with correct safety restraints and child seats (as required).
- Safety restraints are worn while the vehicle is in motion.

The International Academy recognizes the offence of using handheld mobile phones while driving and will instruct staff:

- Not to respond to calls or messages while driving.
- To make calls only when safe and legal.
- Not to use handheld radios or mobile phones at petrol stations.

All accidents occurring during school business will be reported according to local and school procedures. Staff involved in accidents should not admit liability, exchange insurance details, notify the Principal, and complete an accident report form.

In case of a vehicle fire, staff should:

- Stop the vehicle safely.
- Evacuate the vehicle and move to a safe location.
- Contact emergency services if needed.
- Attempt to extinguish the fire only if safe to do so.

3.13 Electrical Systems and Equipment

The International Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems are inspected every 2 years by a competent contractor, with remedial works completed promptly.

Formal termly workplace inspections are conducted, and staff are instructed to visually inspect equipment before use and report defects. The school's defect reporting procedure will be followed.

3.14 Medical Attention Procedure

3.14.1 Accidents and Urgent Medical Attention:

- Assess the situation and pupil's condition.
- Seek help from a trained first aider.
- Call emergency services if necessary.
- Administer first aid until help arrives.
- Contact the pupil's parents/carers.
- Accompany the pupil to the hospital if needed.
- Complete a Medical Incident Form.

3.14.2 Infectious Diseases:

- The school will stay informed about infectious diseases and disseminate information to staff and parents.
- Infectious disease posters will be displayed.
- Pupils with symptoms will be isolated.
- Confidentiality will be maintained.
- Pupils will be treated with care and understanding.
- Parents/carers will be informed about infectious diseases and expected to notify the school of their child's illness.

4. Pupil Health Care Plans

The International Academy recognizes that some pupils may have medical conditions requiring support to attend school regularly and participate in school activities.

Health Care Plans will be developed for pupils with medical conditions requiring support during school time. Plans are developed with input from parents/carers and reviewed as needed by the Principal, office staff, or class teacher with parental input. Parents/carers should inform the school of any changes in their child's condition or medication requirements. They are expected to supply any life-saving prescription medication. Relevant staff will be briefed on the pupil's medical requirements and medication administration. Copies of Health Care Plans can be accessed by all staff in the staff room.

5. Medication

Competent staff may administer prescription or non-prescription medication to pupils with written parental consent (e.g., penicillin, ear/eye drops, cough mixture, allergy creams/pills, travel sickness pills). Aspirin will not be administered. Staff will not administer doses exceeding official recommendations without a doctor's prescription. Competent staff may administer life-saving prescription medication (e.g., for anaphylaxis, asthma, diabetes, epilepsy) according to the health care plan and with written parental consent.

Medication consent forms are available in the school office. The school will maintain records of all medication administered to pupils. All medication will be stored securely, out of reach of pupils, following product instructions. Epipens and inhalers will be kept in a clearly marked bag in the school office during class hours and on the playground hook during break times. Pupils requiring epipens may also have one in their classroom.

6. Anaphylaxis

A list of pupils requiring epipens will be displayed in the staff room, lunch hall, and school office. All staff will be trained in anaphylaxis awareness and epipen use. The following procedure will be briefed to all staff and regularly reviewed:

- Educate susceptible pupils about avoiding triggers.
- Monitor pupils for symptoms (strange scratching, unformed sentences, wheezing, gasping, tingling tongue).
- Seek additional help, call an ambulance, and administer adrenaline if necessary.
- Contact the pupil's parent/carer.

7. Diabetes

Individual care plans will be followed, keeping parents informed. Medical items (insulin, blood sugar monitor, snacks) will be kept in a single bag in the school office or classroom. If the child is off-site, the bag must accompany the child under staff supervision. All contact details and care plan instructions will be in the bag and posted in the staff room and school office.

8. First Aid

The International Academy has completed a first aid risk assessment and identified the required number of first aiders, paediatric first aiders, and appointed persons in August 2023 all first aiders and appointed persons hold valid certificates of competence by August 2022. The school maintains a register of qualified staff and will arrange re-training as needed.

The number of first aiders meets recommendations and provides adequate coverage. First aid notices are displayed throughout the school, and first aid boxes are checked monthly. A suitable first aid area is available. Staff are informed about first aid arrangements through induction, training days, and the annual staff handbook. First aid treatments are recorded. Individual risk

assessments for lone workers and employees travelling with passengers have been conducted. Staff will be informed about pupils' specific medical conditions and emergency procedures.

9. Educational Visits

The International Academy aims to provide a broad and balanced curriculum including school trips. All school trips are planned in advance and risk assessed.

When planning a school trip, the responsible teacher will:

- Seek permission from the Principal.
- Take responsibility for all aspects of the trip.
- Visit the venue to assess risks and check facilities.
- Consider the trip's suitability for pupils based on their needs and age.
- Obtain financial approval and determine parental contributions.
- Send a letter to parents/carers with trip details, including a permission slip.
- Ensure adequate adult supervision (at least 1 adult per 8 pupils in primary and secondary school, 1 adult per 4 pupils in early years, with adjustments for specific activities).

9.1 Transport - External Provider

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through the School Manager (School Visits Coordinator) sufficiently in advance of the trip.

All transport shall be organised by the School Visits Coordinator using a known and approved transport provider. The Educational Visits Coordinator shall ensure there is a seat for every person on the trip and suitable seat belts are fitted. The Educational Visits Coordinator shall notify the transport provider of the trip purpose and details, ensuring adherence to speed limits, driving hours regulations, and other safeguarding/safety regulations.

During the trip, the responsible teacher shall:

- Prioritise pupil safety.
- Brief all adults attending the trip on their roles, responsibilities, safeguarding of pupils, trip aims, emergency arrangements, and avoid assigning groups including relatives.
- Prepare pupils by explaining trip aims, expected behaviour, rule following, and risk avoidance.
- Bring a first-aid kit, sick bags (if applicable), and a mobile phone for emergencies.
- Ensure pupils wear appropriate school uniforms or clothing and footwear.
- Bring a list of pupils attending, including emergency contact numbers and medical requirements.

After the trip, the responsible teacher shall:

- Consider creating a display of photos and pupil work.
- Write a short review for the weekly newsletter.

For regular school trips or after-school activities, a risk assessment is only needed before the first trip. Assessments should be reviewed annually or after significant changes, accidents, incidents, or feedback. For regular programmed trips during school hours, parents sign a consent form upon school entry. A program of trips will be provided to keep parents informed. Parents will receive termly and half-term updates or emails about planned activities.

10. Smoking

The International Academy operates a no-smoking policy for all staff, pupils, parents, visitors, work experience students, and contractors on the school site. This includes e-cigarettes and other tobacco products. Smoking is prohibited on the school grounds, including toilets, corridors, the staff room, and the car park.

The school aims to promote good health and raise awareness of smoking dangers. No-smoking notices are displayed, and those smoking on the premises will be politely asked to leave. All school transport is smoke-free. Smoking is not permitted during school events on or off the school grounds. All staff and parent helpers must refrain from smoking during school trips, activities, and events. Staff will incorporate smoking-related topics into classroom teaching for each key stage.

11. Levels of Supervision

The International Academy recognizes the importance of suitable pupil supervision. The following minimum staffing ratios apply:

- Pupils must always be within sight of an adult.
- Registers will be taken at the beginning of the morning.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

12. Over-exposure to the Sun

The International Academy recognizes the risk of over-exposure to the sun and has implemented the following:

- Parents are encouraged to apply sunscreen to children.
- Pupils may bring sunscreen to reapply at midday.
- Supervising staff ensure pupils wear sun hats, drink water, and sit in shaded areas when outside.

- Pupils are taught to be Sun SMART: stay in the shade from 11 am to 3 pm, avoid burning, cover up with a t-shirt, hat, and sunglasses.

13. Cafeteria Safety

The following health and safety arrangements apply to kitchen areas:

- The kitchen is out of bounds to non-kitchen staff.
- Environmental health regulations are enforced.
- Floors are kept dry and free from obstructions.
- Care is taken when handling heavy or hot items.
- Food preparation and handling training is provided to appropriate staff.
- Food preparation and handling procedures are monitored and assessed.
- Food preparation areas are kept clean and hygienic.
- Pupils are encouraged to eat a healthy and balanced diet.

14. Moving and Handling

The International Academy will ensure:

- Moving and handling is avoided when possible.
- If necessary, it is properly planned, risk assessed, carried out by competent staff, and done safely.
- Staff undertaking moving and handling tasks receive appropriate training.
- Equipment is maintained and serviced. Defective equipment is taken out of use.
- Individual risk assessments are completed for new or expectant mothers and staff with relevant medical conditions.
- Accidents from manual handling operations will be investigated and additional controls implemented as needed.

15. Security

The Principal will ensure standard security procedures and staff awareness, with training as needed. Parents and older pupils will be informed and encouraged to assist. The school conducts annual security risk assessments and regular checks. Advice is obtained from a health and safety consultant, and crimes are reported to the police. The Principal reports to the Board of Directors.

The Principal is responsible for school-day security, with the Administrative Director assuming responsibility in their absence. The Administrative Director handles the physical security of the school site and buildings. Students are made increasingly aware of security arrangements and personal safety. The Principal will be informed of special concerns regarding students, and parents and outside agencies must share this information with the school. Parents are kept informed of security procedures and responsibilities. The police will be called immediately in case of violent, aggressive, or abusive incidents or missing children.

16. Stress Management

The International Academy acknowledges that various factors can contribute to staff ill health, including stress. The following arrangements are in place:

- Employees should inform their line manager, Principal, or senior leadership team of any ill health issues.
- A senior staff member will meet with the employee to discuss issues and potential support actions.
- Referral to an occupational health professional may be offered for advice and support.
- Regular review meetings will be scheduled to monitor ill health and stress levels.
- If there is a high occurrence of staff ill health or stress, the Principal will seek support to assess the root cause and implement improvements.

17. Prevention of Work-Related Violence Including Lone Working

The school is committed to providing a safe working and educational environment. In addition to measures identified in the violence and assaults risk assessment and lone working risk assessment, the following procedures apply:

- Staff are advised to avoid confrontation, withdraw from situations, arrange seating for escape routes, sit near doors, follow procedures in the violence and assaults risk assessment, and contact emergency services if necessary.
- Staff should inform the Principal or senior management team after a confrontation.
- The Principal or senior management team will attend the site if needed after an incident.
- Incident reporting procedures are in place.
- Counselling and support will be offered.
- Staff will be debriefed following incidents.
- Training on managing conflict and aggression will be provided as needed.
- The violence and assaults risk assessment will be reviewed after incidents.

18. Workplace Inspections

The International Academy recognizes the importance of regular workplace inspections to maintain a safe working and educational environment. Formal termly workplace inspections are conducted, with findings documented and actions monitored. Staff are expected to report defects or damage using the school's defect reporting procedure.

19. Monitoring

This Health and Safety Policy, along with associated procedures and health and safety performance, will be reviewed by the Board of Directors and Principal regularly (at least every two years) or as needed.

To ensure health and safety standards are met, the school will measure performance against predetermined plans and objectives. Areas falling short of standards will require corrective action.

The school will employ various systems to measure health and safety performance:

19.1 Active Monitoring Systems

- Conduct spot checks and termly site inspections.
- Regularly review documents related to promoting a health and safety culture.
- Undertake appropriate statutory inspections of premises, plant, and equipment.
- Implement health surveillance and environmental monitoring systems where necessary to assess health control methods and detect early signs of harm to health.

19.2 Reactive Monitoring Systems

Identify instances where health and safety standards are not met by monitoring for system failures, such as accidents, work-related illnesses, or property damage.

19.3 Reporting and Response Systems

Ensure monitoring information is received, addressing immediate health or safety risks and long-term trends, with appropriate remedial action taken. The school health and safety committee, Board of Directors, Principal, and Senior Leadership team will receive and consider reports on health and safety performance.

19.4 Investigation Systems

Prioritise investigations of incidents indicating the greatest risk, identifying both immediate and underlying causes. Analyse data to identify patterns and trends, initiating improvements. Investigate cases of occupational ill health. Record and investigate complaints related to occupational health and safety. Report, record, and investigate accidents, incidents, and assaults with the potential to cause injury, ill health, or loss.

Additional Security Procedures

Control of Access

The International Academy has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass, or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors, and deliveries. All children enter the school grounds via the perimeter pedestrian gates. During the school day, the pedestrian gates are locked, and visitors and late arrivals should enter through the main front entrance, report directly to the administration office, sign in, and present credentials.

Parents are not allowed to drive their cars into the school. Parents are asked to wait outside when collecting their children and should not be encouraged to enter the school buildings. If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign in.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building(s)

To prevent unauthorised or unknown visitors from entering the school, security locks are fitted to all external doors (excluding the fire doors, which open from the inside), apart from the main entrance to the school, which has a secure reception area.

All office doors should be locked when not in use, and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. Initially, a member of the admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of the admin staff will then escort visitors to the member of staff requested or ask them to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in the school. Children should report strangers to the nearest member of staff.

If a stranger is noticed in the school, staff should establish his or her identity and reason for the visit. If, at any time, an unsatisfactory reason is given or proof of identity cannot be produced, the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive, or damages property, no attempt should be made by staff to eject the intruder, and the police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms, or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence.

Trespass

The International Academy is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive, or violent towards a pupil, member of staff, or another parent, the Principal might revoke the parent's permission to be on the premises by taking the following action:

- The parent can be asked to leave and will be told, "I am revoking (withdrawing) your permission to be on the school premises."
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Principal/Board of Directors, confirming the parent's permission to visit the school has been revoked for a fixed period.
- Formal notification is important, as their human rights are being affected.
- The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive, or violent nature.

Entering and Leaving School

All children enter and leave the school by the playground doors. The front door is to be used only if a child arrives after 8:30 am, when they should report to the office. All parents are asked to wait outside the school building unless invited in by a member of staff.

Supervision of School Grounds

Teaching staff are requested to be in their classrooms in good time so that parents can leave their child in safety. The Administrative Director ensures that the outside doors and main gate are closed securely at an identified time, shortly after 8:30 am.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks.

If a teacher requests that a pupil remains in class for any reason, it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take pupils home by car, another member of staff must always accompany them.

Leaving School at the End of the Day

At the end of the school day, the children leave by the side door. All of them know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After 15 minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. The child stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Leaving School during the Day

No child is allowed out of school for an appointment during the day unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school. The parent/carer has to sign that they have collected their child in the office.

Educational Visits and Learning Outside the Classroom

Staff will closely supervise pupils during educational visits. The wearing of school uniforms may be requested on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed (e.g., if the coach breaks down). Parents will then be informed accordingly. A member of staff will take any pupil requiring medical attention to a hospital and remain there until the child's parents arrive.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags, etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker. Personal items are not insured if left unattended and not secure.

Security of Equipment and Cash

Main items of school equipment, for example, computers, TVs, and projectors, are security marked. Portable ICT equipment (e.g., laptops, digital cameras) should not be left unattended in an insecure classroom or office. Such items must be locked away.

All monies are handed into the school office via the child or parent and are not to be collected by staff. Money that is received is reconciled as soon as possible by two members of staff and is collected by a contractor. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

Security of Building

Security lighting has been installed where practicable.

It is the responsibility of the site services officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off before leaving the premises.

The Administrative Director is also responsible for locking the gates at the end of the day.

Safety of Key Holding Staff

Key holders called to the school premises in answer to reports of an intruder must not enter the school premises unaccompanied. The police must be notified.

Site Services Officer

It is the responsibility of the site services officer to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the CCTV will also be checked, regularly maintained, and results documented.

Before leaving the premises, the site services officer has a duty to ensure that all the windows are closed, the doors are locked and secure, blinds/curtains are closed, and all gates are locked.

Contractors in School

When contractors are working in The International Academy, the following precautions should be taken:

The school will provide all contractors with relevant information regarding the building, such as fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. Badges identifying the company for which they work should be worn at all times.

Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with the acceptable and expected behaviour policy towards pupils.

Access Outside School Hours

On occasion, staff, pupils, or contractors require access to the school out of normal school hours, in the evenings or at weekends, and during holidays. The International Academy is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Fire

At The International Academy, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

Fire drills take place each term. All fire exits are kept clear at all times and neither left open nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

Bomb Threats

Any warning The International Academy receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received, the school should be evacuated immediately according to the emergency plan and the emergency services informed.

Staff should be vigilant at all times and report anything suspicious, for instance, suspect packages, unrecognised vehicles in the car park, or persons in unauthorised areas.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, and parents involved, action taken, and so forth. The Police are notified.

A review of incidents over the year is distributed to the Board of Directors.