



Saint Andrew's International High School

# HEALTH & SAFETY POLICY

**Policy Approval Date:** October 2025

**Review Cycle:** Annual

**Next Review Date:** October 2026

## General Statement

Saint Andrew's International High School recognises that they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all people who use the premises of The School. Only the adoption of safe methods of work and good practice by every individual can improve everyone's personal health and safety and keep risks to a minimum.

All reasonable steps will be made by all staff, students and members of the public to identify hazards and reduce risks to a minimum.

The Health and Safety Policy is designed to enable The School to fulfil its obligations to the staff, students and members of the public.

## Rationale

The School is responsible for the health, safety and welfare of the staff, students and members of the public on the school premises.

## Aims & Objectives

- Identify hazards, assess risks and adopt measures to reduce risks applied to health outbreaks as well as safety.
- Provide a safe working environment through the upkeep and repair of the buildings, structures and the grounds of The School.
- Ensure that, on-site plant and equipment is safe, fit for purpose, and maintained.
- Provide and maintain fire safety systems.
- Ensure the safe use, storage, handling and transport of articles and substances on The School's premises.
- Recruit competent employees and ensure they receive adequate information and training.
- Inform and communicate with employees on all matters pertaining to Health and Safety.
- Appoint a Health and Safety Officer (Stephen Colliver) to assist in the undertaking of statutory health and safety measures.

## Procedures

### Co-operation

All staff, students, contractors and visitors are required by this policy to cooperate with The School in its endeavour to comply with statutory requirements in respect of health and safety. Safety systems and equipment must not be tampered with or abused, safety procedures must be followed and personal protective equipment must be used as directed. It is the responsibility of all staff to have regard for their own safety and that of their colleagues by reporting health and safety issues to their line manager or to the Designated Health and Safety Lead (DHSL), and by setting a good example of health and safety awareness to the students.



The School acknowledges, however, that effective management of Health and Safety relies equally on a proactive approach and the arrangements detailed in this policy for the inspection and planned maintenance of equipment and services, the requirement for risk assessments and the identification of training needs through the employee appraisals are intended to ensure that the aims of the Health and Safety Policy are achieved and School provides a safe place of work and study as far as is reasonably practicable.

## Accident Log

An accident/incident log is kept at Administration Office and reviewed regularly. All staff have a responsibility to report and record incidents including 'near misses' both on and off site. The Health and Safety Policy is reviewed by the DHSL annually. Copies of this are saved in General Share.

In order to meet the objectives of the Health and Safety Policy, the School has put into effect the following arrangements:

### A. Risk Assessment

- a. Risk assessments are carried out on the school site by the Facilities Manager supported by the DHSL.
- b. During these assessments, all staff have a duty to assess and report any H&S issues in their working area.
- c. The most effective control is the removal of the hazard, but this is not always practicable and controls will be set in place to reduce exposure to the hazard or minimise the risk of the hazard causing harm.
- d. All off-site visits require the appropriate risk assessment to be carried out and co-ordinated by a named member of staff, the Trips Coordinator.

### B. Safe Equipment

- a. The School procures only such work equipment as is fit for purpose.
- b. All equipment is used according to the manufactures' specifications and serviced accordingly.
- c. All vehicles are regularly maintained by competent professionals.

### C. Fire Safety

- a. The arrangements for the provision and maintenance of fire safety equipment, fire precautions and reduction of fire risk are set down in the Fire Safety Policy which is available to all employees.
- b. General fire risk assessments are carried out by competent external contractors.
- c. In addition, information on the action to be taken in the event of a fire alarm is posted in every public area of the school and fire drills are held on a regular basis, at least once a year including in the boarding house.
- d. Fire procedures/drill documents are regularly reviewed and shared with staff.
- e. Fire Action information sheets are posted in all areas of the school and fire escape and fire exit signs which comply with current required standards are in place where required.

[See full Fire Procedure – saved in General Share](#)

### D. D.Security

- a. The security of the students and staff on site is of paramount importance at St. Andrew's International High School.
- b. Access to the site for the working day and overnight is controlled and monitored by G4S guards and Reception Staff.
- c. All visitors are required to register at Reception and to wear a Visitors' badge. Visitors are not permitted unaccompanied access to the school.
- d. A G4S Panic alarm system is fitted in many areas of the school and staff housing.
- e. The School's grounds can never be 100% secure and petty theft can occur from within. It is therefore important for people to be reminded to take care of their possessions and to have means of keeping them safe. In addition, the school implements the following security measures:
  - To ensure that The School's primary duty of education may take place without undue hindrance
  - To put in place measures for guarding against threats from outside the school's boundary
  - To have in place reactionary 'second line' security measures
  - To ensure that the boundaries of the school site are secure
  - To track and filter visitors to the school site
  - To update employees of their responsibilities as the 'eyes and ears' around the school site

- To ensure adequate guarding cover is in place 24/7, 365 days per year
- To raise awareness of the need to protect self and school's equipment

**E. H&S Training of Employees**

- a. Training is provided for all staff as required to ensure the safe performance of their work.
- b. Staff are encouraged to undergo H&S training updates.
- c. The School seeks out where possible training opportunities involving outside agencies covering such aspects as first aid, fire safety and school expeditions.

**F. Earthquake/Tremor Note – If you experience a tremor that concerns you – teachers and students should move under desks until the shaking stops.**

**Linked Procedures:**

- Lock down Procedure
- Fire Drill Procedure
- Trips Procedures
- First Aid Procedure
- Lightning procedure

**Staff Link: H&S Representative**