

# St Joseph's Institution International School Malaysia

*Enabling youth to learn and to learn how to live, empowering  
them to become people of integrity and people for others.*



## Health and Safety Policy

- For **URGENT** Health & Safety matters please contact the Health and Safety Officer ([01111758645](tel:01111758645)) or the Bursar ([0122070989](tel:0122070989)). For out of school hours, please contact the Head of Security ([0173362709](tel:0173362709) / [0163457935](tel:0163457935))
- If any member of the school community has any questions regarding this statement or specific Health and Safety concerns please contact the Assistant Principal at the following e-mail address: [nbrown@sj-international.edu.my](mailto:nbrown@sj-international.edu.my)
- Pupils have regular opportunities to raise Health and Safety concerns through the Student Council representatives.

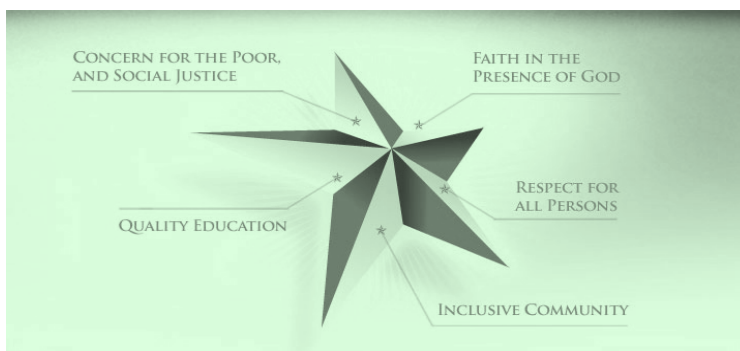
Signed: \_\_\_\_\_ Elementary School Principal

Signed: \_\_\_\_\_ High School Principal

Date of Policy: 12/16

Date of Review: 7/17

**This policy is written in the spirit of putting into practice our Lasallian core values**



### **Overview**

SJIIM fully recognises our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as an employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and supportive, are delivered in a manner that is safe and healthy for all, so that effective learning can take place.

The Bursar and the Health and Safety Officer (HSO), will ensure that this policy is implemented fully.

### **Role of the Health and Safety Officer (HSO)**

Although the day to day responsibility for the operation of Health and Safety at the school is vested with the Principal and the Bursar; the Health and Safety Officer (HSO):

- will chair regular meetings of the school's Health and Safety committee and keep records of all paperwork.
- will compile a termly report (containing details of serious accidents, staff training, fire practices, and significant new or revised Health and Safety policies or procedures), to the Head of School.
- Will liaise with the Bursar to ensure that the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected on an ongoing basis by the Head of Maintenance and where required, by qualified professionals.
- ensure that the school's adherence to Health and Safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the relevant local authorities. In addition, the School's appointed Independent Contract Caterer (Sodexo), arranges for regular external deep cleaning services in the Catering Department and reports on these aspects to the Health and Safety Committee.
- will ensure that the school prepares fire risk assessments, carried out by a Competent Person which are updated no less than every 3 years. Issues identified as high risk are notified to the Head of School as a matter of urgency and the action taken is reported to the Health and Safety Committee.
- will coordinate the advice and best practice issued by specialist safety advisors and produces action plans.
- will disseminate specialist advice to Heads of Department.
- will have overall responsibility for monitoring Health and Safety within the School and for reporting any breaches to the Head of School.
- will ensure that the school has a comprehensive policy in place for the training and induction of new staff in Health and Safety related issues.
  - The Health and Safety Officer will carry out the Health and Safety induction for non-academic staff.
  - Academic Heads of Department will provide "standard" induction training as well as any Health and Safety training that is related to an individual member of staff's functions.
  - Specialist training such as First Aid and Fire extinguisher training are provided to any member of staff whose duties require this expertise.

### **Role of the Bursar**

The School's Bursar is responsible for ensuring compliance with local authority regulations and for safe conditions of work at the school. They will:

- Delegate responsibilities to the Head of Maintenance and Head of Security.
- Be responsible for reporting potential Health and Safety risks in respect of the buildings and grounds to the HSO.
- Be a member of the Health and Safety Committee.

### **Staff Responsibility**

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Principals, the Bursar and other members of the Senior Management Team in order to comply with Health and Safety responsibilities. Finally, all members of staff are responsible for reporting any risks or defects to the Health and Safety Officer. The procedures to follow for reporting such issues is outlined in **Appendix 1**. Any illness within school hours must be evaluated and documented by the School Nurse. Any follow up to said illness, should also be documented by the School Nurse.

### **Organisation for Health and Safety**

The Head of School has delegated responsibility for organising Health and Safety to the Bursar and responsibility for the welfare of the school community to the Health and Safety Officer.

In turn, every Head of Department is responsible for ensuring the Health and Safety within their department.

The Bursar and the HSO are accountable to the Head of School for the implementation of the Health and Safety Policy, ensuring that it is brought to the attention of all staff and ensuring that Heads of Departments have access to competent advice and assistance. They are also responsible for the safety and security of the site.

The Health and Safety Officer is responsible for ensuring that all decisions regarding the school community have regard to health, safety and welfare implications and that all staff are mindful of their responsibilities in this respect.

For practical purposes, some of the day to day duties are delegated to other members of staff; but ultimate responsibility for Health and Safety is vested with the Head of School to whom the Bursar and Chair of the Health and Safety Committee, makes regular reports.

The areas where duties have been delegated are:

### **Safety and Security**

- Building security (including alarms, CCTV, locking external doors and windows) - the Facilities Manager, who in turn will delegate the day to day management to the Head of Security. It is the responsibility of all school staff to ensure that their rooms are safe and secure at the end of the school day (closing windows and doors and moving obstructions).
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, performance areas, Kitchens etc. - The Heads of PE, Science, Drama and Art; the Bursar and the Facilities Manager work in cooperation with the Head of Security.
- Controlling lone working after hours (including by pupils and visitors) - Heads of Department and supervising teachers.
- Ensuring that all visitors sign in at Reception and wear visitors' badges - Bursar, who in turn will delegate the day to day management to the Head of Security and Security Staff.

### **Vehicles**

- Car parking on site and vehicles on site - Facilities Manager and Head of Security.
- School Bus arrangements (including notifying parents of delays) - Transport Coordinator.

## Health and Safety Policy

### Accidents

- Maintaining an accident book - School Nurse (for pupils), Heads of Department (for staff, visitors, contractors and reportable incidents relating to pupils).
- Monitoring the accident books and reporting notifiable accidents to the HSO - Health and Safety Officer, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- Ensuring that pupils are escorted to hospital (and informing their parents) - School Nurse.
- Ensuring that sufficient staff in the Early Years Foundation Stage hold the required paediatric first aid qualification, including cover for outings - Elementary School Principal.
- Checking that all first aid boxes are kept replenished - School Nurse.

### Fire Prevention

- Keeping fire routes and exits clear - Fire Officer (appointed by Health and Safety Committee), who in turn will delegate the day to day management to Heads of Department.
- Regular portable appliance testing - Head of Maintenance.
- Testing all fire alarms twice annually (and recording all tests) - Fire Officer, Head of Maintenance.
- Arranging an annual service of fire alarms, smoke detectors, emergency lights, call points and fire extinguishers - Head of Maintenance.
- Ensuring that lightning protection is in place as determined by the Property Management Committee on the basis of an assessment of risk and arranging for annual testing - Bursar.
- Arranging for all gas appliances to undergo an annual gas soundness test and ensuring that boilers and non-academic gas equipment are regularly maintained and serviced by Registered Engineers - Head of Maintenance and Contract Caterer (Sodexo).
- Arranging for an annual Gas Equipment test for any specialised equipment within Academic Departments - Head of Science.
- Ensuring that all catering appliances are maintained and serviced annually by external contractors - Contract Caterer (Sodexo).
- Ensuring that flammable rubbish and combustible materials are stored away from buildings - Heads of Department.
- Arranging termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire - Fire Officer.
- Switching off all catering equipment at the end of service - Contract Caterer, (Sodexo).
- Checking that all Scientific equipment is switched off at the end of the school day - Head of Science.
- Setting computers to switch off, where practicable, during holidays and weekends, purchasing printers which automatically enter power save mode and encouraging staff to manually turn off projectors and electronic whiteboards - All staff, but in particular Heads of Department.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flameproof containers - Heads of Science and Art; Head of Maintenance and Head of Security.
- Securing flammable cleaning materials as per school requirements - Cleaning Contractor.
- Ensuring that drains, gutters etc. are kept unblocked. Checking that all drain runs are clear (using external contractors where inaccessible to maintenance staff) - Head of Maintenance.

### Risk Assessments

- Ensuring that up to date risk assessments are maintained for buildings and services in the following areas:
  - Fire - Fire Officer.
  - Legionella - Health and Safety Officer.
  - All rooms, corridors and exits - Health and Safety Officer.
  - COSHH - Heads of Department, Head of PE.
  - Catering and cleaning functions (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) - Contract Caterer (Sodexo).
  - Grounds maintenance (including use of pesticides and COSHH) - Head of Maintenance.
  - Maintenance functions (including electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - Head of Maintenance.
- Ensuring that up to date risk assessments are maintained for teaching, in the following areas:
  - Science (including COSHH and flammable materials) - Head of Science and Head Science Technician.
  - Art (including COSHH and flammable materials) - Head of Art.
  - All visits and trips - Educational Visits Coordinator (EVCs).
  - EYFS (identifying indoor and outdoor hazards) - Head of Early Years and KS1.

Heads of Department are responsible for ensuring safe working practices within their department and that adequate controls are in place, clearly documented and understood by each member of the Department and by other staff who may be affected by the risk.

### Training

Responsibility for organising (and maintaining records of training) is as follows:

- Science related Health and Safety training - Head of Science.
- Health and Safety training for the Catering and Cleaning staff - Contract Caterer (Sodexo), Contract Cleaner.
- Briefing new pupils on emergency fire procedures - Form Tutors and Class Teachers.
- Briefing new staff on emergency fire procedures - Fire Officer.
- Inducting new non-teaching staff in Health and Safety - Health and Safety Officer.
- Inducting new teaching staff in Health and Safety, including department specific guidance - Health and Safety Officer, Heads of Department.
- Identifying specific Health and Safety training needs of staff - Heads of Department and Line Managers.
- First aid training - Health and Safety Officer.

### External Advisors for Health and Safety

At SJMIM, we use external consultants to advise as required on matters of Health and Safety within the School.

- The Head of PE ensure that all gym and fitness equipment is serviced annually.
- Heads of Departments ensure that all machinery under their control is serviced annually.
- The school's adherence to Health and Safety in catering and cleaning is subject to external inspection by the relevant local authorities. In addition, the School's appointed Contractors arranges for:
  - An annual professional deep cleaning of all equipment and high level cleaning of all cooking, food preparation and storage surfaces areas.
- In addition to the annual fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and call points are tested at least annually by a qualified contractor.
- The Head of Maintenance is responsible for the maintenance and servicing of security alarms and CCTV.
- External Health and Safety consultants provide advice on specific risk areas as determined by the HSO.
- The Bursar and Head of Maintenance arranges for a periodic professional risk assessment for legionella, water sampling and tank testing. Frequent temperature checks and monitoring are undertaken.
- All commercial boilers are serviced regularly by the registered Vendor.

## Health and Safety Policy

- All catering appliances are inspected annually by a competent registered external contractor.
- All lightning protection and earthing is tested periodically by a specialist contractor.
- Specialist Health and Safety Consultants are engaged as required to review the School's Health and Safety procedures and compliance.

### **School Health and Safety Committee**

The Head of School has set up a School Health and Safety Committee which meets at least once a term under the chair of the Health and Safety Officer. The other standing members of the Committee are:

- The High School Principal
- The Elementary School Principal
- Early Years - Elementary School Representative
- Elementary School Representative
- High School Representative
- The Health and Safety Officer (also acts/appoints a Fire Officer)
- The Bursar
- IT Specialist
- School Nurse
- The Facilities Manager
- Head of Maintenance

Other staff, with responsibility for specific academic and non-academic areas, are invited to join the committee as required. They will be asked to present updated policies and risk assessments to the Committee for review on a cyclical basis. A programme of areas for review will be notified to staff a term in advance.

The role of the Committee is to:

- Review matters concerning Health and Safety, including changes in regulations and best practice guidance.
- Monitor the effectiveness of Health and Safety within the School.
- Review accidents and near misses and discuss preventative measures.
- Review training requirements.
- Review the Health and Safety Policy.
- Review Departmental Health and Safety policies and procedures on a cyclical basis.
- Assist in the development of safety rules and safe systems of work.
- Monitor the implementation of professional advice.
- Review risk assessments.
- Monitor communication and publicity relating to Health and Safety in the workplace and document consultation arrangements
- Encourage suggestions and reporting of defects by all members of staff.
- Increase awareness of Health and Safety throughout the school community.

### **Appendix 1 - Reporting Procedures**

1. Report the concern to the Health and Safety Officer (HSO).
2. The HSO will inform the SLT of the concern.
3. The HSO and the SLT will investigate the matter within in 24 hours.
4. If evidence is presented, of any risk or defect, a specialist may be contacted, for further inquiry.
5. The person who reported the risk or defect will be informed of the outcome, which will be verified with any evidence (if obtained).

In any event, provisions will be made to ensure that the person who reported the risk or defect is healthy and safe; as it is our school's top priority to ensure the health and safety of all our staff members, students and members of our wider school community.

#### **Advice**

In order to not bias opinion (**see Professional Conduct Policy**), it is important that anyone that reports a risk or defect, does not discuss the matter with any other member of staff. There must be trust established, to allow the procedure of reporting and objective investigation to take its course.