

# KOHANA'S HEALTH AND SAFETY POLICY

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## **Purpose:**

The purpose of this policy is to provide all Governors, staff and visitors with the necessary guidance to ensure Kohana International School remains a safe and healthy working & learning environment. All staffs have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils and visitors.

## **Procedures:**

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

### **1. Organisation & Person's responsible:**

- The Governors, in consultation with the school Manager will ensure identification of all risks relating to:
  - The premises
  - School activities
  - School-sponsored events
  - Nominate a governor with responsibility for Health & Safety
  - Ensure that the school's Health and Safety Policy is implemented and updated.
- The school Manager has responsibility for day-to-day maintenance and development of safe working practices and conditions for all staff, pupils and visitors and will ensure the safe working practices and procedures throughout the school and that all risks are assessed and controlled.
- Effective systems of risk assessment will ensure prompt identification of potential hazards and appropriate action taken.
- The School Manager will collate accident and incident information and where necessary, carry out further investigation.

### Day-to-day responsibilities:

The Manager will ensure:

- Safe methods of working exist and are implemented throughout the school.
- All staffs are aware of this policy and safe working practices.
- Regular safety inspections of premises and equipment are made.
- Prompt identification of potential hazards where necessary and positive

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corrective action taken.

- Accident and incident information is collated and where necessary carry out further investigations.
- Appropriate First Aid facilities & trained staff & equipment and fire appliances are provided and readily available.
- Hazardous & highly flammable substances are correctly stored and labeled and exposure is minimised.
- Appropriate arrangements are made to evacuate the school in an emergency.
- Regular earthquake and fire drills are held.

All Staffs are expected to familiarise themselves with the health & safety aspects of their work.

All staffs have a responsibility to:

- Understand safety evacuation procedures on their first day at work.
- Take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions at work.
- Follow agreed working practices and safety procedures.
- Report any accident and near misses.
- Report incidents of violence.
- Ensure health & safety equipment is not misused or interfered with.
- Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances.
- Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.
- Check that classrooms/work areas, equipment is safe and properly maintained before and after use.

First Aid Person will:

- Take charge of the situation and summon medical assistance if necessary.
- Assist casualties when requested.
- Ensure First Aid boxes are correctly stocked at all times.
- The school will seek to ensure that Kohana staffs and others who use the school premises will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are

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met.

- When the premises are used for purposes not under the direction of the Principal and the manager, then the principle person in charge of the activities for which the premises are in use, will be expected to maintain the safe practices of this policy.

## **2. Accident/First Aid:**

- All accidents must be reported to either the Principal or the school manager.
- First Aid boxes are kept in all floors and in the classrooms.
- If there is any doubt as to the full extent of the injury, or any cause for concern, the Principal or the school manager must be contacted and a decision will be made to contact parents, or in the case of an emergency, an ambulance will be called.
- Every effort must be taken to ensure that appropriate communication with a pupil's parents concerning an accident takes place.

## **3. Arrival & Departure of Pupils:**

- If pupils arrive by the school's transport and their safety on arrival and departure must be ensured.
- Transport staffs are responsible for pupils' safety until they reach the school premise.
- Arrival – Pupils should not enter the building before 8.15am.
- Departure – This is a particularly busy time of the day and to ensure the safety of pupils, staffs are responsible for the handing over of pupils to transport staff or parents.
- If there is a problem regarding a pupil's departure, the principal or the school manager should be informed.

## **4. Computers/ Display Screen Equipment:**

All staffs who are classified as "Users" of Display Screen Equipment will be given information and training on its correct use. Workstations should be reviewed regularly to ensure correct seating and lighting.

## **5. Electrical equipment:**

- All electrical equipment and services are regularly checked by competent electrical contractors.
- Electrical items from home may only be used in school following specific

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approval of the Head Teacher.

- Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the concerned authority.
- If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked as NOT IN USE.
- Particular care should be taken to minimise the use of trailing wires and cables.
- Power sockets must not be overloaded.

### **6. Emergency fire Procedures:**

- In the event of an emergency, the alarm will automatically raise.
- There are fire notices in each room in the school. It is important that all staff familiarise themselves with the fire notices and designated areas to assemble.

### **7. Fire drills – Once in a quarter**

Fire equipment is regularly checked and serviced by a contractor.

### **8. Hazardous Substances:**

- Every precaution must be taken to avoid the use of hazardous substances. Cleaning materials, Curriculum (science equipment) must be kept in locked cupboards and appropriate storage regulations followed.
- All substances must be kept in appropriate and clearly marked containers.

### **9. Hygiene and Safety:**

- All the staffs should follow all regulations to ensure hygiene is observed in food handling.
- Proper cleaning is done by the children after eating their food.

### **10. Intruders:**

- If an intruder is seen on the premises staff should challenge them for identification if appropriate.
- If the intruder appears threatening in any way, the school manager or the principal must be contacted immediately. They will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be.

### **11. Repairs & Maintenance:**

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- Buildings and services will be inspected termly by the school manager and a Governor.
- Staff should report any defects or problems promptly notifying the School Manager.

### **12. School bus / School transport:**

- All staff driving the school buses must have taken a driving test with a qualified instructor to ensure competency with the vehicles. Any defects must be reported to the school Manager or any Japanese staff immediately.
- Staff should record all journeys.
- Staff should check first aid kits.

### **13. School Kitchen:**

- To ensure that the school kitchen is cleaned and kept tidy after use.
- All washing up returned to the correct cupboards.

### **14. Smoking at Work:**

Kohana International School is a non-smoking site.

### **15. Staff Protection / Personal protective equipment:**

In some circumstances, staff may be at risk from pupils that may scratch, bite, pinch, kick etc. It is important that the risk is minimised and correct form of action taken.

### **16. Swimming (Currently no pupils are taken swimming 2018/19 academic year)**

- However we do ensure that when children attend swimming lessons there are adequate lifeguards and staff provided.
- Staff should always ensure that there is adequate supervision to meet the needs of their class group.

### **17. Violence:**

All violent or potentially violent incidents are reported to the School Principal or Manager.

### **18. Waste Disposal:**

- The school cleaning is done on a daily basis. The work is given to the 3<sup>rd</sup> part y company who provides cleaners on school working days.

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- It is also the responsibility of each staff to keep the premises clean and place the waste in the bin.
- All staff should wear protective gloves when meeting the toilet needs of pupils.
- The garbage bags are placed in the big bin outside at the end of the school day.

### **19. Equal opportunity and treatment:**

The school does not discriminate any person due to their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

### **Responsibilities:**

#### The Governors:

- To take due account of the Health, Safety & Welfare policy within budget and other policy constraints.
- To ensure that health & safety responsibilities are met.
- To monitor and evaluate the Principal and School Manager's performance in respect of health & safety.
- To bring to the attention of the Principal and School Manager (School Improvement) any health & safety concern outside of their control or any health & safety responsibility that they are unable to meet.

#### Principal and School Manager:

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured.
- To comply with the Japan's policy.
- To bring any health & safety concerns outside of own control or any Health & Safety responsibilities that are unable to be met to the attention of the Governors as appropriate.
- To discuss & distribute school-specific policies on local health & safety issues.
- To ensure staff are properly trained, instructed and supervised for any relevant health & safety role and that all staffs engage with Japan and school policy and procedures.
- To inspect the school site and property for any unsafe condition and to make safe in a time scale commensurate to the level of danger.
- To arrange routine maintenance and servicing of equipment.

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- To consider health & safety in the selection of contractors and planning of contracted work and to provide general supervision & monitoring of contractors whilst on site.
- To investigate all accidents, near misses and episodes of work-related ill health.
- To monitor and evaluate the health & safety performance of all staff.

### All Staff:

- To work within Japan and school health and safety policy.
- To report any situation that significantly compromises health & safety.