



British School of Geneva

HEALTH AND SAFETY POLICY

Revised – September 2020

To be reviewed – September 2021

Agreed by SLT

The Health and Safety Policy of the **British School of Geneva** aims to safeguard the health and safety of all its pupils and employees as well as visitors to the school and follows the guidelines for health and safety set by the Geneva educational authorities.

General guidelines:

- To establish and maintain a safe and healthy environment throughout the school, paying due regard to relevant regulations and codes of practice.
- To establish and maintain safe working procedures among staff and pupils.
- To make arrangements for ensuring safety in connection with the use, handling and storage of articles and substances.
- To sufficiently inform and supervise all staff and pupils to avoid hazards and contribute positively to their own health and safety and to ensure they have access to health and safety training as appropriate.
- To provide and maintain means of access to and exit from the place of work that is safe and without risk.
- To formulate effective procedures for evacuation in case of fire.
- To formulate procedures to follow in case of accidents and lockdowns.
- To teach safety as part of the pupil's responsibilities.

The Principal is responsible for the implementation, management and monitoring of the policies and procedures. In particular, the Principal shall

- be the focal point of contact for references on safety and co-ordinate the implementation of safety procedures in school.
- maintain contact with outside agencies able to offer expert advice.
- monitor the effectiveness of the safety policy and safe working practices and shall revise or amend as necessary.
- prepare an emergency evacuation procedure and arrange for periodic practice drills and to record the effectiveness of these procedures.
- implement an accident reporting procedure.
- make arrangements for informing staff and pupils of relevant safety procedures and to keep other users appropriately informed.
- ensure regular safety inspections are undertaken.
- arrange for the withdrawal, repair or replacement of any item of equipment identified as being unsafe.
- monitor, as far as practicable, the activities of contractors on site and ensure that all reasonable care is taken for the protection of school staff, pupils and visitors.
- ensure risk assessments are carried out regularly for all activities and these results are shared with staff members.

All staff members are responsible towards the pupils in their care. They should take reasonable steps to

- make themselves aware of all safety rules and procedures and safe working practices. If in doubt, they need to seek clarification from the Principal.
- exercise effective supervision over all those for whom they are responsible.
- be aware of and implement safe working practices and to set a good example personally.
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- provide written job instructions, warning notices and signs as appropriate.

- provide appropriate protective clothing and safety equipment as necessary and these are used as required.
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- investigate any accident and potential hazards and report to the Principal.
- provide for adequate instruction, information and training in safe working methods.
- newly appointed staff members could be vulnerable to risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- all volunteer helpers will be expected to meet the same standards as the employees.

Teachers are expected to make pupils aware of their responsibilities through direct instruction and notices. **All pupils** are expected to

- exercise personal responsibility for the safety of themselves and their fellow pupils.
- observe standards of dress consistent with safety and / or hygiene (precluding unsuitable footwear and dangerous items such as knives).
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- not wilfully misuse, neglect or interfere with things provided for safety purposes.

Regular visitors and other users of the premises are expected to observe the safety rules of the school.

Fire Safety

The school's procedures for fire and emergency evacuation are posted at various points around the school. BSG is monitored by the Geneva Fire Inspection Department and all their guidelines are implemented. All fire prevention equipment including the fire alarm and fire extinguishers are adequate and inspected regularly (see maintenance records). Fire escape routes and exit doors are kept free of impediments and adequate means of escape are available. Staff are informed of fire evacuation procedures which forms part of the staff handbook. Everyone using the building is aware of the location of the fire assembly points which are located in a safe area. Fire drills are organised on a regular basis (minimum of 3 per year) and a log is kept of the drills; these are formally reviewed for any actions to be taken. Faulty or damaged electrical equipment are reported and either removed or repaired. Emergency lighting is checked on a regular basis (see maintenance record). The school is a no smoking site.

Cleaning

Cleaning standards are monitored on a regular basis and any issue is taken up with the cleaning personnel. Waste bins inside the premises are emptied on a daily basis. Waste storage is kept to a minimum, recycling or waste collection is undertaken regularly. Where necessary specialist waste contractors are employed (paper, glass, PET). Waste is stored away from the main premises. As far as possible, corridors are kept free of bags and coats in order to avoid accidents. The playground is inspected regularly and litter cleared.

E-Safety

British School of Geneva takes e-safety seriously and ensures that all students are aware of the dangers of the internet. This forms part of the ICT curriculum and where possible external speakers are invited to come and talk to the students. All students sign an e-safety protocol at the beginning of the year. Cyber-bullying and harassment is taken very seriously by the management and severe sanctions will be imposed on students who have been found guilty.

First Aid

British School of Geneva has a comprehensive First Aid Policy (see separate policy) with adequate provisions of staff trained in basic first aid. There are well-stocked First Aid boxes for various purposes. The policy is reviewed annually.

Food Hygiene

Kidelis, the catering contractors, are responsible for maintaining the hygiene of food served, including disposal of food. A member of the admin team performs daily quality control checks on the food, checking the temperature and appearance. Children are instructed in kitchen safety before any cooking activity.

Health

British School of Geneva takes the physical well-being of its students seriously. Our PSHCE curriculum includes aspects of good eating habits and the consequences of smoking, alcohol and drug use. Students learn about puberty and sexual health in PSHCE lessons. Staff members are encouraged to take the 'flu vaccine at the beginning of the 'flu season (October) to protect themselves. The cost of the vaccination is re-imbursed.

Laboratory

No unauthorised access to laboratories / prep room is allowed. Materials in the science laboratory are stored, labelled and segregated in accordance with the CLEAPPS Hazards and Lab Handbook. Flammable liquids are kept to minimum and are stored in clearly labelled, original containers and an annual inventory is conducted. Procedures for spillage are in place. All gas isolation points are under control of teachers in teaching areas. Chemicals are disposed of through the appropriate local recycling agency (see maintenance record). The electrical and gas apparatus are checked yearly by an external service.

Playground safety

Playground safety and behaviour is emphasised on a regular basis and children are supervised by staff members during break and lunch times. For children who arrive before school starts, they are supervised in the hall by a designated staff member on duty. After School supervision is in place for children who require this service, we choose mature A Level students to supervise these children. To prevent any accidents, the number of pupils on the climbing frame is restricted and that appropriate footwear is worn. Playground equipment is inspected regularly (see maintenance record). Supervisors ensure that playground equipment is used appropriately and in the right location. Staff have been trained to identify rough play and stop it immediately. Any fights in the playground are dealt with immediately (please see anti-bullying policy and code of conduct). A ground maintenance contract is in place to ensure that there is no risk.

School bus

The school mini-bus is serviced on a regular basis (see maintenance record). Children travelling on the bus must wear their seat belts at all times. Children who are under 12 years of ages must sit in a booster seat if they are under 150cm tall. This seat is provided by the school. A First Aid Box is kept in the bus for emergencies.

School trips

Staff members must complete a risk assessment document for all off-site field trips. A First-Aid trained staff member must accompany the students and a First Aid box is available for trips.

Security

All exit points and doors are kept closed at all times so that students cannot leave the premises without permission. Visitors should report to the reception on arrival in order to sign in and get a visitor's badge.

Snow and Ice

In case of severe weather conditions, school will be closed and parents informed as soon as possible via email / telephone.

Sports activities

Physical education takes place in the sports centre of Bois-des-Frères. A risk assessment is carried out at the beginning of the year for the journey to the venue. A First Aid Box is taken for emergencies.

Swimming

Children in the primary and secondary section attend swimming lessons as part of their PE curriculum. They are transported to the pool Varembe by the mini-bus. Children are supervised by staff members and pool instructors. A risk assessment is carried out at the beginning of the year for the activity and reviewed annually.