

HEALTH AND SAFETY POLICY

Rationale

It is the policy of DePS to:

- establish and maintain a safe and healthy environment throughout the campus.
- establish and maintain safe working procedures among members of staff and students.
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.
- maintain effective procedures for use in case of fire and for evacuating the school premises.
- maintain inspection of school premises and report any physical or health hazards in the school environment.
- provide adequate training, information, instruction and supervision to enable all members of staff employed in the school to perform their tasks safely and efficiently.

Aims of Assessment

- To identify possible health and safety risks through daily inspection.
- To control health and safety issues to ensure well-being of all members of staff and students.

Responsibilities of all staff

All staff members are responsible for health and safety arrangements in relation to staff, students, and assistants under their supervision. In particular they will monitor their own work activities and take reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including students;
2. be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate for the task and use and meet with accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements.
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;

10. where private vehicles and school buses are used to transport students to and from school outings and functions, staff should ensure that seat belts and seats appropriate to the age of the students concerned are used.
11. be aware of any allergies, medical conditions or physical challenges of students in their care.
12. Ensure all sections of the school departments are aware of the area and their responsibilities and employ good housekeeping measures.

Responsibilities of all students

Students are expected, within their expertise and ability, to:

1. exercise personal responsibility for their own safety and that of fellow students;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered to be dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Visitors

Regular visitors and other users of the school premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

School Building and Environment

1. School Campus

- 1.1. Wall to separate campus from roads and parking areas
- 1.2. Gates with securing latches
- 1.3. Playground (adequate space in relation to pupil population)
- 1.4. Play facilities provided with safety precaution, e.g. no broken facilities, no sharp objects and a shock absorbent surface
- 1.5. Cleanliness maintained at all times
- 1.6. Adequate shade

2. Building and Classroom

- 2.1. No cracks in walls/floor/roof
- 2.2. Floors not slippery
- 2.3. Floors, clean, smooth and easy to wash
- 2.4. Doors properly fixed
- 2.5. All electrical fixtures in good condition (main switch covered and away from students' reach, no loose connections)
- 2.6. Classroom space adequate (space should enable teacher to reposition desks and chairs in a variety of ways depending on activity being carried out)

3. **Ventilation and Lighting**
 - 3.1 Air conditioners in good working order (especially in summer)
 - 3.2 Adequate ventilation (windows to be open in winter)
 - 3.3 Adequate lighting
4. **Water Drinking Facilities**
 - 4.1 Closed water coolers
 - 4.2 Students to supply their own water bottles for refilling
 - 4.3 Change water filters regularly
5. **Waste Disposal**
 - 5.1 Waste disposal bins with swing lids and plastic disposal bags in classrooms
 - 5.2 Recycling encouraged
 - 5.3 Waste disposal bins with pedals on wheels and plastic disposal bags in public areas
 - 5.4 Emptied daily and once full.
6. **Toilets**
 - 6.1 Adequate toilet facilities provided
 - 6.2 Clean and disinfected
 - 6.3 Exhaust fan
 - 6.4 Wash basin with soap and paper towel dispenser
 - 6.5 Adequate water supply
 - 6.6 Proper drainage system
 - 6.7 Provide for children with physical disabilities
7. **Cafeteria (when used)**
 - 7.1 Adequate seating facilities, and waste disposal bins and recycling bins
 - 7.2 No student access to storage or preparation areas
 - 7.3 Cafeteria staff must wear gloves and head covering during food preparation and service
 - 7.4 Proper handling and sanitation
 - 7.5 Food stuff kept at correct and controlled temperatures
 - 7.6 Absolute cleanliness at all times

Any safety irregularities noticed by teachers or other members of staff to be reported to the school nurse or facilities manager immediately.

Medical Examinations

1. A comprehensive medical examination of students at school entrance is carried out by the school doctor and nurse.
2. Periodic examinations to be carried out by school doctor and nurse. This will facilitate timeous identification of students with health issues which may adversely affect their education, and prompt isolation of students with infectious conditions.
3. The school nurse is responsible for administering first aid care, treating minor illnesses, supervising students to detect pediculosis, skin diseases, body defects or abnormalities, deviance of behaviour, and signs and symptoms of diseases.

Health Education

1. Planning, implementing and evaluating health education programmes within subjects such as Science, Citizenship and those developed by medical staff.
2. Health Education programmes for students and their families should be aimed at providing knowledge, counselling and developing skills that will permit them to recognise problems and make informed decisions.
3. First aid instruction for teaching staff and health insurance to be provided.
4. The school operates a no smoking policy.
5. Neither alcohol or pork products can be brought into the school premises.
6. We have a no nuts policy in the school.

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