



<p><b>Rationale</b></p>	<p>The <b>British International School of Tunis</b> sets out to provide safe and healthy working conditions for all employees, pupils and other people who come onto the school premises. The school also acknowledges that consultation on health and safety matters at the school is necessary and that individuals should also be consulted before particular functions are allocated. BIS Tunis is committed to providing sufficient information and training for their employees and, where necessary, seeking expert advice to determine and assess the risk to health and safety within the school. In order to achieve the objectives of the safety policy it will seek the involvement and co-operation of everyone at the school.</p>
<p><b>Organisation for Implementing the Policy</b></p>	<p><b>The Headteacher is directed by employers to:</b></p> <ul style="list-style-type: none"> <li>• Set up and then monitor the implementation of the arrangements in of the Policy and revise as necessary.</li> <li>• Bring the arrangements under the Policy to the attention of all staff and pupils and be available to any member of staff to resolve any problems not solved at a lower level or through the established arrangements.</li> <li>• Appoint a Health and Safety Officer from the staff for the purpose of carrying out the arrangements, co-operate with him/her as far as possible in his/her efforts to carry out functions.</li> <li>• Also, to receive written reports each term from him/her to present to the school governors at their meeting.</li> </ul> <p><b>The Health and Safety Officer / the Headteacher will:</b></p> <ul style="list-style-type: none"> <li>• Keep himself/herself briefed on information and advice about health and safety and make the information available to all staff.</li> <li>• Ensure that all areas of the school are inspected once per term.</li> <li>• Ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.</li> <li>• Ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware.</li> <li>• Ensure that new employees are briefed about safety arrangements; in particular to ensure they are given a copy of the school's statement and the opportunity to read it before starting work.</li> <li>• Ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.</li> <li>• Ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that the fire fighting equipment is available and maintained.</li> </ul>

**Arrangements  
for carrying out  
functions**

**1. Risk Prevention**

All pupils and all staff at the school will be reminded at the beginning of each school year by the Health and Safety Officer of the need to be aware of risks in their daily work at the school. Risk assessment will take place annually, or as necessary.

The following locations have separate risk prevention procedures undertaken by **Check Safety First**:

- a Kitchen
- b Staff room / Kitchenette
- c School Hall

There is a contract between **Check Safety First** and the school to carry out health and hygiene checks on a regular basis.

**2. Safety Procedures**

- a Registers

There is twice daily registration for pupils. Registers are kept in each class in case of an emergency. Each class also contains a Register of the address and telephone numbers of pupils. The staff register is kept in Administration.

- b Pupil supervision: see Policy: *PAST 9 Supervision of Pupils*  
There is a duty rota of supervisory staff at all times.

- c Extra Curricular Activities (e.g. visits to the theatre, sports outings)  
See Policy: *STAT 8 Health & Safety of Pupils of Activities outside the school*  
Letters are sent home to the parents to sign giving permission.  
Each child wears a label giving the school's name and telephone number.  
The teacher has an up-to-date class list giving addresses and telephone numbers.  
A mobile telephone will always be taken.  
All coaches / minibuses have seatbelts, which are belted before the coach leaves.

- d Other regulations:

Copy of insurance certificates for public liability of all outside contractors are kept in Administration

**3. Building and Property**

A building inspection is carried out annually by the Health and Safety Officer. A visual check is done by the staff each week with any repairs / breakages reported in the maintenance book, which is kept in the school office.

**4. Inspection and Servicing of Equipment**

All equipment is checked regularly and recorded on the *Statutory Policy and Procedure Audit*.

**5. Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. In order to reduce the risks associated with the use of electricity at work, the School will ensure that all equipment is inspected regularly by a fully accredited electrician and use only fully qualified companies to carry out work.

## **6. Fire Precautions**

Fire Action: - see Policy: *Fire Safety and Annex 1*

Copies are kept in each classroom, the Head's office, Administration.

## **7. Security**

Our requirements and expectations are contained in our contract with **Access Security**

## **8. Accidents, illness and medical arrangements**

See Policy: *First Aid, Accidents and Emergencies*

### **How occurrences are recorded:**

Minor accidents are recorded in the accident book which is located in the Headteacher's Study

The following information is required:

- name of injured person
- when, where and how it happened
- nature of injury and treatment administered
- what happened to the injured person after
- signature of person supervising

'Near misses' are recorded in the Book located at the Administration desk.

## **9. Communication of Health and Safety Matters**

The Health and Safety Officer will remind all staff and pupils of their responsibilities for Health and Safety at the beginning of each term - during first Staff meeting and first Assembly.

### How incidents are recorded

Health and Safety Policies will be explained to new staff by the Health and Safety Officer before term starts.

## **10. Health and Safety Diary and File**

The Health and Safety Diary is kept along with a copy of the Health and Safety Policy in the Headteacher's Office

## **11. Provision of training and information to staff on Health and Safety Matters**

The Health and Safety officer, and his/her Deputy will undertake relevant training and will be responsible for passing on information and for providing training for other members of staff. The Health and Safety Officer will keep a small library of Health and Safety leaflets. A Health and Safety information session will be held every term for 30 minutes, covering a different topic each time. This date will be recorded in the Health and Safety Diary along with future dates for the year.

	<p><b>12. Reporting to the Governors and the Health and Safety Checklist</b></p> <p>A formal report will be given to the Governors at the end of each term, as part of the Head's Report to Governors, with an accompanying Action Plan. A copy of each report will be kept by the Health and Safety Officer in the file and the date the report was presented logged in the diary.</p> <p><b>13. Policy Reviews</b></p> <p>The Health and Safety Policy will be reviewed at the end of each school year and the date logged in the Health and Safety Diary.</p>
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<b>Links to other Policies</b>	<i>STAT 5 Fire Safety</i> <i>STAT 6 First Aid, Accidents &amp; Emergencies</i> Health and Safety Diary		
<b>Staff Responsible</b>	Headteacher	<b>Governors' Committee Responsible</b>	Policies Working Group
<b>Date approved by GB</b>	3 <sup>rd</sup> June 2014	<b>Review Date</b>	September 2015

Signed ..... Chair of Governors