

Health and Safety Policy

The school recognizes its responsibility to maintain a safe and healthy environment for all staff, students, parents and remaining community. To ensure compliance with the school's values as well as with current legislation, internal procedures have been established.

These procedures have been established in the context of the following guiding principles:

- All persons involved in daily school-life have a shared responsibility to prevent injuries and ill-health arising from the school's activities, using sufficient awareness, knowledge, forethought, and planning;
- No-one involved in or affected by the school's activities shall suffer any injury or illness arising from their participation, whether on or off-premises;
- All stakeholders, essentially school personnel will act as role models for students;
- Staff will be trained and will educate students in matters of personal and community safety and health, including the control of risk to an acceptable level;
- Incidents that cause or could cause significant harm will be investigated to root cause, and if concluded to be necessary, adjustments to the policy, regulation or procedure implemented;
- Facilities and associated equipment shall be safe and secure;
- An Emergency Plan will be in place and will be tested regularly;
- The school will have access to and have knowledge of applicable rules and legislation.
- Actions of staff will be focussed first on prevention, and then on response in the event of an incident or threat. Adequate follow-up measures will be taken in case regulations or procedures have not been followed;
- Adequate facilities and staff will be available to treat minor injuries and illnesses.

With specific regard to **health**, the focus will also include:

- To take responsibility for one's own health and well-being;
- To provide specific education on health and well-being while working at the school's premises or online;
- To protect the school community from contagious diseases and serious communicable diseases.

With specific regard to **safety**, the focus will also include:

- To taking responsibility for the safety of oneself and look for the safety of others;
- To provide specific education on safety and security for working at the school's premises or online;
- To respond appropriately to incidents and emergencies;
- To respond promptly and appropriately to correct deficiencies.

The School Management recognises that the desired education of children depends on many factors, including a proper physical environment that is clean, safe, attractive, pleasant and functional. The School Management is committed to maintain the school's buildings and grounds and other aspects of the School programme in good standing, within the limits of the school's financial resources and in proportion to its present and projected enrollment.

A) Security and key control

The School management considers the security of the premises is of prime importance. Outside advice regarding security is obtained. Measures are in place for controlling access to the site

and monitoring who is on site. Keys are held at the reception under the supervision of the responsible staff member. A list of keys is maintained, and a copy of each key is held;

B) Emergency procedures and drills

The school has established procedures to be used in the case of fire, earthquake and other emergency. Within the context of applicable rules and regulations, drills are held and in case of recommendations for improvement, a report will be provided to School Management;

B.1) Crisis management

The school must have the means to cope with threats or actual events that could seriously damage the community and/or the school's ability to operate.

Crisis Management has two strands: the protection, care for and support of the people affected, and the recovery and continuance of the school's systems (known in the business world as "Business Continuity").

The school shall develop and maintain a Crisis Management Plan and establish a Crisis Management Team. The Crisis Management Team must be capable of responding efficiently and effectively at short notice, at any time of day or night, or day of the week. The Crisis Management Plan should assign responsibilities and develop procedures such as periodic training and simulation exercises, to adequately respond to a variety of potential crisis, including but not limited to:

- Bereavement (including the suicide or murder of a student or school employee);
- Major environmental crisis (e.g. fire, flood, extreme weather, earthquake);
- Attacks on, or threats to the physical safety of, students and/or employees;
- Serious accidents or other emergencies at school or on school-sponsored activities and trips;
- Major attack on or malfunction of the school's IT systems;
- Destruction of the school's facilities;
- Outbreak of a serious communicable disease;
- Other significant events of community concern;
- Handling communications and relations with the media during and after any of the above.

B.2) Long term closing of the school

The school management will apply best efforts and measures to ensure that the school is able to remain open, but acknowledges that in certain circumstances a longer closure may be necessary. The Principal will advise the School Management if such closure is deemed necessary for the safety and overall wellbeing of the school community, and subject to School Management's approval, will announce the decision and implement applicable closure procedures. As far as is possible, the school will maintain continuity of education during such a period through its electronic systems.

B.3) Health and first aid provision

The school enables Staff to be trained for first aid care and fire fight. The aim of this provision is to assure the health and welfare of the staff and students, and to provide an emergency response in the case of emergency events. The school has a first aid room.

B.4) Insurance

The school will arrange adequate insurance coverage for the school's buildings and property, for its employees and students.

Through insurance companies, school management will ensure that proper coverage is obtained and maintained, and that insurance policies are in order at all times. From time to time, school management will review the school's entire insurance package and explore ways to obtain coverage on appropriate terms.