

# **Nottingham British School Kuwait**



## **SAFETY STATEMENT AND RISK ASSESSMENT POLICY 2023-2024**

**Prepared by: Dr Margaret**

**Date reviewed: 30<sup>th</sup> May 2023**

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## 1.0 Introduction to Statement

Nottingham British School is located in Kuwait. Currently its staff of people include permanent teachers, teaching assistants, caretaking staff and administrative personnel. At present, there are 2100 pupils enrolled in the school.

This Safety Statement has been written by Dr Margaret, Health & Safety Lead with the assistance of the staff, the Safety Representative, Ms Mona, School Principals as well as the school governors. This revision has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations on an international context. As such the Health and Safety statement applies to the welfare and safety at work of employees under the management of the proprietorial Governing Board.

This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

The leadership team of the School aims to ensure a safe working environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us. Day to day responsibility for health and safety rests with **all staff at all levels** within the school. The Safety Statement will be revised on an on-going basis by the Health and Safety team in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

## 2.0 Circulation List

The following people will be issued with a controlled copy of the Safety Statement and the Health & Safety Representative will supply any changes or upgrades to the Nottingham British School master document to each person on this list. The holder of the copy is then obliged to remove and destroy the original pages

<b><u>Manual No.</u></b>	<b><u>Name of Recipient</u></b>	<b><u>Title</u></b>
1	Dr Meshal Al Mashan	Governor
2	Dr Margaret McArthur	Director
3	Mr Mohammed Bashir	Principal
4	Mr Carl Kroutz	Principal

The working copy of the Safety Statement is located on the central drive for NBS management and in the staff central drive which will be available for viewing by any employee. The Safety Statement will in the future be introduced to all new employees at their *Induction Training*.

### 3.0 Safety Policy Statement

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. **The safety and health of all NBS employees and pupils is an important objective of the school.** Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all local and international legislation as it pertains to our activities. **The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed.** Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative: Dr Margaret.

As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety Inspection of the school area at **least once a term**. This will provide an on-going upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. **The Safety Statement provides a base line for management to build on.** In order to increase safety awareness, it is necessary for management and staff to have hands on involvement in support of the Safety Statement.



## 4.0 Safety Policy Statement

Nottingham British School will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

In particular, Nottingham British School management will:

- Provide a team structure that will value the health and safety of all personnel.
- Lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out on-going assessments of our operations through the medium of audits and inspections.

Each of us are reminded that **every** employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

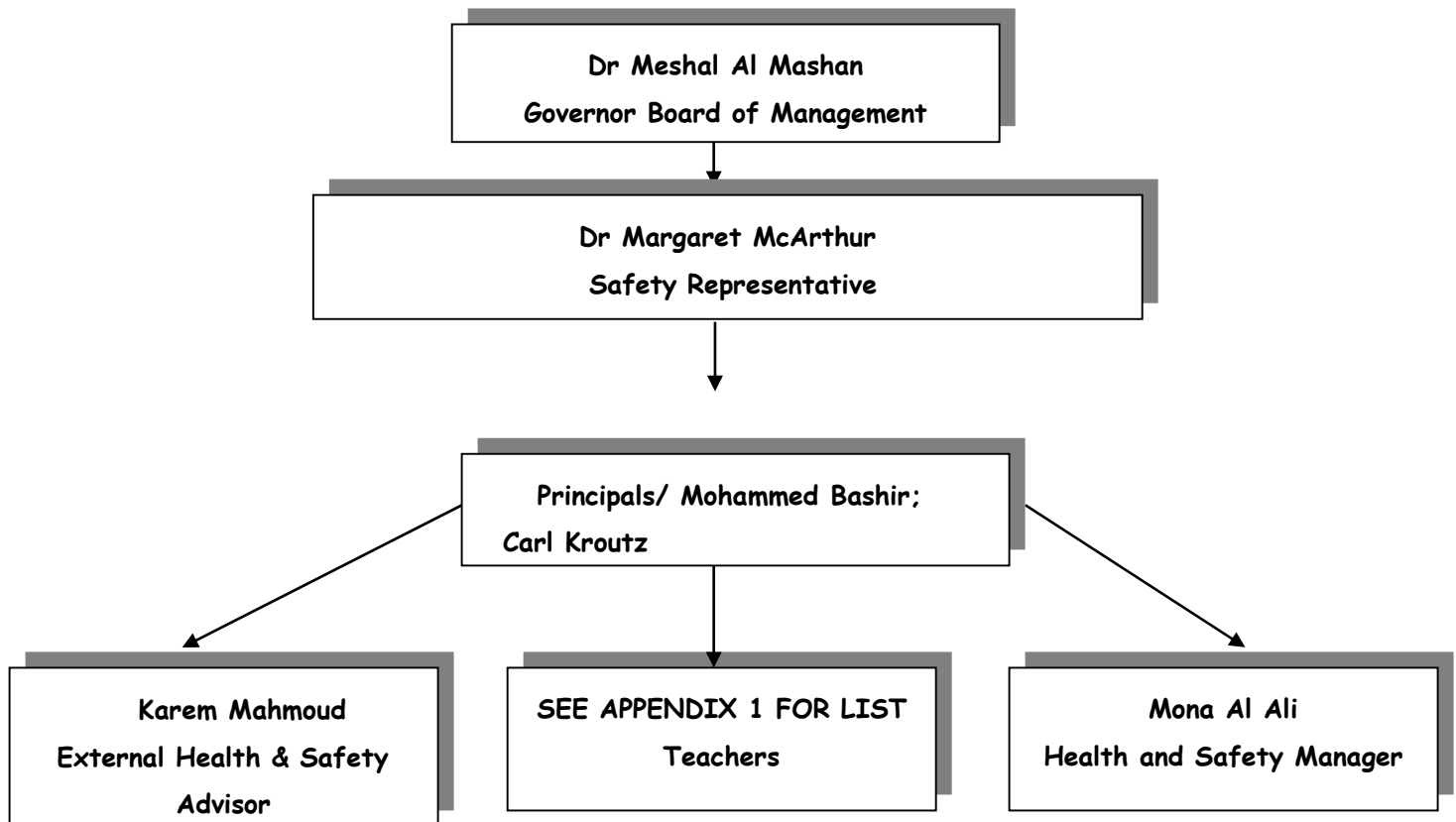
Governor (Board of Management).

School Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## 5.0 Health & Safety Management Organisational Chart



## Appendix 1. Staff list

Fatima Amin Ismail  
Badour Alenezi  
Ingy Taha  
Farah AbouShady  
Joanne McDonagh  
Aliaa Morsy  
Iram Araf  
Ifra Araf  
Mariam Saba  
Biliso Hoche  
Valentina Fuentes  
Fatima Musa  
Yara Sharaf  
Sofia Thekrallah  
Marina Kajagian  
Nesreen Al Hamri  
Sabrina Ali

Sawsan Salman  
Sofia Saidoune  
Diana Tsingreli  
Somaiya Bhaloda  
Marmar Mohammed  
Nouddine Touak  
Kalpana Bisht  
Alia AlShaher  
Golnar Nademi  
Kalpana Bisht  
Souad Balomy  
Safiyah Bham  
Miranda Meri Lomtadze  
Aisha Essop  
Amal Hussain  
Musa Yusuf  
Maria Vizio  
Azra Fakhrudin  
Munira Osman  
Afreen Kazi

Iftihar Ahmed

Khizer Javed

Shaymma Fawzy

Roquaya Bibi

Nicoleta Szabo

Qasim Khan

Saliha Yahia

Ifrah Mohamed

Marya Khan

Samia Shire

Idilko Egyed

Rhiannon Mulhern

Eugene Toerien

Ahmed Bulbul

Umer Arif

Salma Kouter

Shimaa Mohamed Elmetwally

Hina Masqood

Marian Edwar

Eman Ahmed

Salma Mohsen Soliman

Faiza Siddiqua

Firousa Mohammed

Zain Ali

Yusra Mahmood

Eman Arshad

Saadia Mohamed

Jannat Ferdous

Lamya Abdulaziz

Magie Ahdy Mahany

Ameena Mohammed Yousef

Tahani Nasser

Mohammed Amer

Ahmed Nouredin

Suha Kazbour

Eman Ahmed

Amal Mohamed

Sara Mahmoud Ahmad Hussain

Doaa Ibrahim AbdelFatah

Nancy

Huda Saad El Din Hossanien

Nahed Mohiy El Din  
Tamer Mohamed  
Hany Mahmoud Ahmed  
Mona Wael Ali  
Linda Ahmed Hamade  
Samah Ahmed Syam  
Afshan Jabeen  
Basant Mamon  
Nawal Shaib  
Sara Alaa Elmnawy  
Hana Kaiser  
Sevara Sadikova  
Jamilla Sarvida  
Rissia Marie Paderan Reniedo  
Afshan Shabnam  
Areeba Shahzad  
Aysha Syed  
Wafaa Mosa Al Ali  
Abeer Rassmy  
Rasha Mohammed Shwky Elgamily  
Lamiaa Mohamed Farag  
Islam Hassanin  
Hanaa Mohammed  
Gehad Gmal  
Menna Shtta  
Maha Mahmoud  
Nashwa Mourad  
ElSayed Ali Abd AlHameed  
Ayman Mohamed Abd AlSabour  
Waheed Sabri  
Nihad Sallam  
Mahmoud Abdulraheem  
Ahmed Lofty  
Noura Mohamaed  
Tamer Mohamed  
Ayman Thabet  
Ahmed Omar  
Youssef Ammar  
Nagy Mohammed  
Latifa Luma  
Ahmed Saif  
Mostafa Atef

Marwa Mostafa  
Hossam Hamd  
Fatima Mahmoud  
Mohammed Hussein  
Mariam Muhamed  
Hossam Ismail  
Hasib Ahmed  
Basel Elwaih  
Omar Faruk  
Said Ettouzani  
Jumana Salman  
Alaaelddin  
Marya Khan  
Christopher Mackin  
Mohammed Faisal Ali  
Yahya Soliman

Adeel Khan  
Lydia Fahim  
Sophia Biblaia  
George Marcus  
Ahmed Osman  
Radwa Hussain  
Muna Osman  
Nour AlHuda  
Hosni Showike  
Ahmed Khalil  
Mubina Patel  
Mohamed Fouad  
Kawal  
Waleed  
Susan Shakor  
Mai Mohammed  
Heba

## 6.0 Staff Health & Safety Responsibilities Breakdown

Under statutory legislation it is management's responsibility to create an environment in which every individual employee is committed to health and safety improvement. NBS Management board represented by the Health and Safety Representative is ultimately responsible for health and safety within the school. The Director will be supported in her job by all other management and staff. The Director will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety programme.

### 6.1 NBS Management – Governor (Dr Meshal Al Mashan)

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with NBS Management. The members of NBS Management will be supported by management and all other staff within the School. They will meet on a periodic basis to discuss health and safety issues within the School; safety will be a permanent agenda item in these meetings.

#### **Specifically, they will:**

- Appoint a Health and Safety representative from within NBS Management.
- Support the principals in their role as the '*day-to-day manager*' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Health and Safety Representative, principals, administrative personnel and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

## 6.2 Health & Safety Representative on School Management (Dr Margaret McArthur)

The Health and Safety Representative in NBS Management shall keep the school management informed of staff health and safety concerns as raised by the H & S rep.

## 6.3 Teachers (see list of staff in appendix 1)

All Teachers are responsible for creating a genuine safety culture within the School.

### **Specifically, they will:**

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all staff
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk through inspection to ensure the standards in both safety and hygiene are being complied with.
- Ensure their work area / classroom is secure and left in a safe condition at the end of the school day.

## 6.4 School Health & Safety Representative (Dr Margaret McArthur)

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

### **She will:**

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a termly basis
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees, however slight, are reported, and where necessary fully investigated and remedial advice provided. She will



support all staff in this function.

- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed.
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Report without delay, any health and safety issues or concerns to the Health and Safety Principals.

#### 6.5 Other Employees (Teaching Assistants/Health and Safety Manager/Administrative personnel)

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy.

Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and customers and avoid damage to company equipment and property. Management must make themselves aware of these requirements, led by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Nottingham British School in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative on staff.

**Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:**

It shall be the duty of every employee while at work to:

- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at work.  
***Spot it, Sort it, Can't Sort it, and Report it.***
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his /her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- To report to his/her employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which he/she becomes aware.
- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety.
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer

## 7.0 Resources and Welfare Facilities

Nottingham British School will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

**The following resources and welfare arrangements have been dedicated:**

- The Health and Safety representative on the Board of Management with the assistance of the School Director and the school Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Nottingham British School will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- A number of teachers/staff are trained in 'First Aid' (see appendices).
- A fully stocked First Aid kit for use in any accidents on site is located in the First Aid room at Gate 4.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Fire fighting equipment has been positioned throughout the School on each floors. This equipment has been chosen and sited applicable to the fire risk.
- Various signs are in place throughout the School and external areas to provide directional information, emergency exits, and fire fighting equipment and identification of any hazards. All signs must meet current legislative requirements.

Various welfare facilities are provided by Nottingham British School School and these are controlled by the following personnel:

- The provision of staff room facilities and toilets / changing areas
  - Responsible person is: The Health & Safety Representative on NBS Management.
- The provision of a First Aid boxes and the filling of same.
  - Responsible person is: Nurses

- The liaison with insurance companies
  - Responsible persons are: Dr Meshal Al Meshan
- The notification of reportable accidents to the Health & Safety Authority
  - Responsible persons are: Ms Mona Al Ali
- The provision and testing of firefighting equipment/maintenance of Fire Register:
  - Responsible person is: Mr Karem Mahmoud/ Ms Mona Al Ali
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
  - Responsible persons are: Ms Mai/Mr Carl Kroutz/Dr Margaret McArthur
- The provision of adequate & suitable personal protective equipment (e.g. for Caretaking Staff)
  - Responsible person is: Health and Safety Manager

## **8.0 Health and Safety Training**

Nottingham British School is committed to providing appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by NBS Management. For a plan of all proposed training and completed objectives see later section.

## 9.0 Employee Consultation

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of Nottingham British School to consult with their employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications.

The Health and Safety Representative on NBS Management will act as a conduit between the school personnel and NBS Management. The school H & S Rep will report staff safety concerns to school management to agree recommendations.

All safety matters that staff have raised will be discussed at the School Management meetings. Any matter that requires the urgent attention of NBS Management will be brought to them via Principals/Director.

**The School Safety Representative is:** Dr Margaret McArthur

**The NBSM Safety Representative is:** Ms Mona Al Ali

## 10.0 Visitor & Contractor Control Policy

### 10.1 Visitor Control Policy

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of physical work, meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- *The visitor will not carry out any work without prior permission and will be accompanied by a member of staff at all times during the visit.*
- *In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.*
- *Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.*
- *Visitors to the site must observe and obey all safety signs posted throughout the facility.*
- *Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended*

### 10.2 Contractor Control Policy

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the School. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor. All contractors who wish to work for Nottingham British School must provide the following items to the Administrative/Health and Safety Manager (when requested):

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

## 11.0 Emergency Evacuation Policy

### 11.1 Introduction to Emergency Evacuation Policy

An Emergency Evacuation Procedure has been established at Nottingham British School that will cover all operations of the School. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An “*Evacuation Procedure in case of fire*” has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. All teaching staff will be trained as fire wardens. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted cabinets, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis.

**Emergency Site Controller (Principals):** The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

**Deputy Emergency Site Controller (Deputy Principals):** If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

**Teaching staff:** If the alarm sounds the teaching staff will knock on all doors in their areas of responsibility on the way out of the building. They will call class roll calls and use the traffic light indication cards at the assembly points and await direction from the Emergency Site Controller.

### 11.2 Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.



- **FIRE EXTINGUISHERS**

I.S. 291:2000 states that inspection of extinguishers shall be carried out at monthly and **annually intervals** by the user, or agent appointed by the user, supplier, or a competent extinguisher maintenance agent.

- **FIRE HOSE REELS**

According to IS EN 671-3 regular checks of all hose reels and hose systems should be carried out by an appointed person or his representative at intervals depending on environmental circumstances and/or fire risk/hazard, to make sure that each hose reel or hose system is:

- Located in the designated place;
- Unobstructed, visible and has legible operating instructions;
- Not obviously defective, corroded or leaking.

The nominated person should arrange for immediate corrective action, where necessary.

- **FIRE DETECTION AND ALARM SYSTEMS**

Quarterly Routine for Fire Alarm and Detection Systems

The responsible person shall ensure that every **term** the following checks are carried out by a competent person:

- a) Entries in the log book shall be checked and any necessary action taken;
- b) Where applicable, batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correct. Any necessary remedial action shall be taken;
- c) Batteries, including reserves, shall be tested as specified by the supplier to verify that they are satisfactory for a further period of use by taking measurements that are indicative of the conditions of each cell, by the use of a proprietary load test meter specific for the purpose.

**NOTE** It is recommended that during the quarterly/periodic service a percentage of the detection devices be tested such that at the end of the annual period all devices have been tested.

Records of these statutory examinations or tests should be filed with this Safety Statement and/or in the Fire Register. These statutory tests will be co-ordinated by the Health & Safety Representative. Safety files are kept in the Director's office.

### 11.3 Emergency Evacuation Procedure

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

#### If you come across a Fire:

Should a fire occur in any area of the School, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Evacuate the Building & Move towards the Assembly Point
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the **appropriate** extinguishers and hoses etc.

***DO NOT PUT YOURSELF AT RISK.***

- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Call the Fire Brigade

#### If you hear the Fire alarm;

- **EVERYONE OUT** of the building using the nearest escape routes. Corridor supervisors bring registers with them. **WALK QUICKLY** but **CALMLY** and **QUIETLY**. **NO OVERTAKING.**
- **DO NOT RETURN** for anything you have forgotten.
- If Time Permits (small fire), close door and windows of room.
- Move to the Assembly Points (Located in the school yard). Class teachers call the roll.
- Wait for direction from the Emergency Site Controller

### 11.4 Emergency Contact Numbers.

SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade	Kuwait	<b>112</b>
Hospital	Kuwait	<b>112</b>
Local Ambulance	Kuwait	<b>112</b>
Police	Kuwait	<b>112</b>

Key holders	All guards	
Health and Safety Manager	Ms Mona Al Ali	

## **12.0 Accident Reporting & Investigation Policy**

### **12.1 Accident Reporting & Investigation Procedure Policy**

All accidents/near misses to persons (staff/pupils/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form. The Director will be informed immediately of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.

### **12.2 Accident Reporting & Investigation Procedure**

- Upon notification of an accident, the Health & Safety Representative or Principal/Vice Principal should go immediately to the scene of the accident, bringing with him/her injury and accident form/log book to record details.
- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- The teacher/person in charge should determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene or access tv monitor footage.
- The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

### **13.0 Opening & Closing Policy**

The school caretaker opens the school at 5:30am approx. every morning.

06:00            School doors open to admit pupils

12:30            EYFS finish 14:30

End of school day (1<sup>st</sup> – 6<sup>th</sup> classes)

When electricians/plumbers and other tradespeople need access to the school an arrangement is made with the Health and Safety Manager to open and lock the school as required. Tradespeople shall be accompanied when working out of hours in the school premises.

All guards are key holders and they are permitted to let staff enter the school after hours in consultation with school management.

At the end of the school day, the last member of staff to leave is responsible for securing their own classroom / area. They should inform security that the school can now be locked.

## **14.0 Storage & Administering of Medication Policy**

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil

Parents of pupils who are on medication or inhalers are asked to fill in a form from nurse for school records.

If a child has for example, a serious nut allergy/ allergy to wasp sting etc. the parents will inform the class teacher who will inform the principals, counsellor and nurse. If parents have been advised that immediate action may be needed they must inform NBS Management in writing, with advice from the family doctor as to what procedure should take place.

Necessary medication is kept 'out of child's reach' and is kept only in the nurse's room.

## **15.0 Bullying & Harassment Policy**

### **15.1 Anti-bullying & Anti-harassment Policy**

Nottingham British School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. NBS recognises that conflict may occur between staff, between staff and contractors or between staff and pupils, and can include behavior that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/ abuse of a person
- Unfair selection of tasks
- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

NBS will ensure that any complaints are properly and fairly investigated, that any harassment is dealt with in an appropriate and measured way under the disciplinary procedures and that the person bringing the allegation can resume work without fear of recurrence of threat to their career.

As far as NBS is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable either between staff or between staff and contractors. Staff members/parents are encouraged to bring such unwanted practices and behaviours to the attention of the Principals/ Deputy Principals or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

All complaints are made in confidence and progress with regard to specific complaints can only be made with the approval of the complainant. All staff members have a duty and a responsibility to each other to eliminate or to report such behaviour to their own management or to have it dealt with. All harassment complaints will be investigated in a fair and objective manner.

No victimisation of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

## 16.0 Stress at work Policy

Nottingham British School adheres to all aspects of the *2005 Safety, Health and Welfare at Work Act* which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them. Causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

Nottingham British School will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of any member of the senior management team i.e.



## **17.0 Pregnant Employee Policy**

Nottingham British School will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related national acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

## **18.0 Adult/Student Work Experience Policy**

### **Student Work Experience Policy**

Included in this group are students on teaching practice. The Director decides on behalf of NBS Management the personnel allowed on work experience/work placement in the school.

The Director will inform the Health and Safety representative of all adults/students on work experience or work placement programmes in the school. The Health and Safety representative will then arrange that a short document with a synopsis of pertinent issues in the Health and Safety statement such as expected behaviour/ code of conduct, fire drill policy, contact person in case of issues, accident reporting etc. will be given to individuals. This is available from Dr Margaret (H&S Rep)

## 19.0 Manual Handling Policy

Any faulty equipment must be identified to the Health and Safety Manager.

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether or not help is necessary. Training in correct manual handling techniques will be provided as appropriate

All staff will be given a copy of the following manual handling policy. Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down steps
- Always consider whether help is necessary to lift an awkward or heavy load.

## 20.0 VDU Policy

The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs

**Lighting** Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

**Reflection & Glare** Reflection and glare can cause great discomfort for the operator. In an effort to reduce problems in this area an anti-glare filter screen is available.

**Workstation** The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly-glossed veneer finish.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for the appropriate personnel.

## **21.0 Food Safety Policy**

Staff areas are equipped and maintained by NBS Management. Staff members are expected to keep the staff areas clean and tidy and leave the room as they would like to find it.

If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Thursday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

## **22.0 Dealing with Infectious Diseases Policy**

It is the policy of Nottingham British School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid applications, cleaning tasks, etc.

Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste with full-time caretakers positioned at each toilet.

## 23.0 Grievance Procedure and Complaints Procedure Policy

NBS Management is responsible for safeguarding the health, safety and welfare of persons working in the school. This responsibility extends not only to pupils and teachers but also all other persons working in the school, both during school hours and outside school hours, and employed directly or indirectly by the Governing Board.

NBS Management recognises that all relationships in the workplace have the potential to create stress for those working there and that such stress may amount to an illness requiring medical treatment. In particular, NBS Management recognises that bullying and sexual harassment can cause stress, as can the calling into question of a worker's personal and / or professional reputation or skills by the making of a complaint about their conduct.

**NBS Management will not condone bullying or harassment of any type in the workplace.**

NBS Management has a responsibility to safeguard workers, in so far as possible, against stress and stress related illnesses.

NBS Management is of the view that the achievement of this objective requires:

1. That the school's policy in relation to workplace relationships be clearly stated and communicated to all those having an interest in same.
2. That adequate mechanisms and procedures for dealing with and resolving difficulties which may arise from workplace relationships (including complaints by and about workers) are put in place.
3. That the existence and nature of such mechanisms and procedures are communicated to all those having an interest in same.

### ***Existing Procedures for Good Practice:***

A key asset to working in any school is where **positive staff relations are promoted**. NBS governing board are of the view that it is incumbent on the staff and management of each school to promote a culture of positive working relations at all times. Where such a culture prevails, instances of adult bullying or harassment or staff conflict rarely occur. In the event of difficulties in the workplace, clear and specific procedures are vital.

**The Director, Principals, Governor and school management members should ensure that they are up to date with current guidelines and procedures and should always refer to the appendices listed above.**

The appropriate procedures to be adopted in relation to the difficulties experienced in a workplace relationship will necessarily vary depending on the relationship in question. Accordingly, it is necessary to deal with the various relationships separately.

### **23.1 Pupil / Staff:**

NBS Management recognises that a pupil has a right to complain of the manner in which he / she are being treated by a staff member in the school. Ordinarily one would expect such complaints to come via the pupil's parents or guardians. However, if the pupil is capable of articulating a complaint then the fact that his / her parents have not become involved does not justify disregarding it. In such circumstances arrangements, should be made for the pupil to discuss the matter with the school counsellors and/or school principals, whether the pupil seeks such an opportunity or not. Another adult (staff member, head office member, the child's parent) may be invited to be present at this discussion.

The staff member about whom the complaint is being made should not be present during such a discussion. However, he / she should be informed as soon as possible thereafter of the nature of the complaint. The staff member will be invited to respond to the allegation. He / she will be informed of the steps which the Director proposes to take, whether by way of further investigation or otherwise. In the event of a pupil making a complaint about a Principal/Director the deputy principal and / or the Governor will discuss the matter with the pupil and investigate further if necessary.

A record should be maintained of the complaint made and of the staff member's response to the complaint. He / she should be entitled to inspect this record and should be entitled to furnish an explanation thereof in writing, which should be added to the record held in the Complaints File. The pupil's parents or guardians should be kept fully informed of the complaint and the steps taken.

### **23.2 Staff / Pupil:**

Where a teacher has a complaint about a pupil which he / she has been unable to deal with as a matter of routine classroom discipline, the complaint should be referred to the respective senior management person. This also applies to complaints by non-teaching staff about pupils.

The teacher / staff member is entitled to be kept informed by the school leader of the steps, which are taken in relation to any such complaint. The school leader should advise the member of staff of any contact which he / she has with the parents or guardians in question in relation to the said complaint.

### **23.3 Parent / Teacher:**

Parents are always expected to address complaints they may have with the teacher in question. Where an issue

remains unresolved and a parent has a complaint to make about a teacher the complaint should be made in the first instance to the Director/Principal unless of course the teacher in question is the principal.

*Where any complaint is made about a teacher directly to NBS Management, or any member thereof including the Governor, without first being raised with the Director/Principal, the parents should be advised as to the appropriate procedure and NBS Management should take no steps in relation thereto.*

Where, by reason of the seriousness of the complaint or for any other reason, the Director/Principal feels unable to deal with same, he / she may refer the matter to the Governor of NBS Management who shall convene a meeting to deal with the matter.

Where the parent is dissatisfied with the manner in which his / her complaint is being or has been dealt with by the Director/Principal, the parents should be advised to write to the Governor of NBS Management outlining the reasons for his / her dissatisfaction whereupon the Governor will convene a meeting to consider the matter.

#### **23.4 Staff / Staff:**

Where a member of staff has made a complaint about another staff member (other than the Principal) the complaint should be made to the Director. The other member of staff concerned is entitled to be informed as soon as practical of the nature of the complaint being made and to be offered an opportunity to be heard in relation thereto. The Director should not require the complaint to be made in the presence of the member of staff about whom the complaint is being made, nor should he / she require the last-mentioned teacher to offer an explanation or defense of his / her behaviour in the presence of the complaining member of staff.

If the Director, by reason, of the seriousness of the complaint or for any other reason feels unable to deal with the matter, he / she should refer to the Governor of the NBS Board of Management who will convene a meeting of the Board to consider the matter.

If the Director proceeds to deal with the matter and either of the parties involved is dissatisfied with the manner in which it is dealt with by the principal, and then either party should be entitled to raise the matter with the Governor of the Board who will convene a meeting of the Management Board to deal with the matter.

#### **23.5 Staff / Board member:**

In any situation where the Management Board is investigating a complaint by or concerning a staff member and requires either party to attend a Board meeting at which the said complaint will be discussed; such party shall be entitled to be accompanied by a legal advisor. If the peer against whom the complaint is made is a member of the NBS Management Board that person shall withdraw from all meetings while the matter is discussed.

NBS Management Board shall act in a fair and impartial manner in order to achieve resolution and shall deal with the matter sensitively, having due regard to the problem.

### **23.6 Ratification & Communication**

This policy to be ratified by NBS Management Board at a meeting in June 2023.

All staff are given access to a copy of this policy on employment. Parents and students are informed on enrolment and regularly reminded of the complaints procedure through newsletters, meetings and on the school notice board. Copies of the complaints / grievance procedures are available on request from the school office.

This policy will be reviewed as necessary.

## **24.0 Electrical Appliances Safety Policy**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person; P.A.T. Testing. Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances (e.g. interactive whiteboards, internet cables, microwaves, heaters) every evening.
- Microwave is turned off at socket when not in use
- Stand-alone heaters in teachers' rooms are turned off at break times and when teacher is not in the room (e.g. at PE...)
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Maintenance checks of electrical equipment are arranged by the leadership team at the end of every year.



## **25.0 Chemical/Cleaning Products Safety Policy**

It is the policy of Nottingham British School that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area and protection provided for using when handling them.

Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of children but available to adults.

## 26.0 Appendices to the Safety Statement

### 26.1 Responsible Persons

AREA	NAME
Health and Safety Representative. Brings H&S issues to the attention of NBS Management.	Dr Margaret McArthur
Principals: Employed as the <i>day-to-day manager</i> of the school. Brings H&S concerns to attention of the H&S representative. Takes on responsibilities as listed herein.	Mr Mohammed Bashir Mr Carl Kroutz
Health and Safety Representative (staff representative). Brings H&S concerns to the attention of the Principals/Director. Takes on responsibilities as listed herein.	Dr Margaret McArthur
Yard Supervisory roles On First-Aid dealing with minor accidents and recording/reporting same as appropriate.	See yard-duty rotas in staff room
Follow procedures herein.	All staff
Will administer injection to child with serious allergy to nuts.	School nurse
Annual check of electrical equipment	Health and Safety Manager Ms Mona Ali

## 26.2 H&S Training Records

Course Code	Course	Staff who have attended course or are expected to attend course										
SC 1	Induction Training by Health & Safety representative	All Staff Induction week										
SC 2	Manual Handling	MLT/SLT/ELT										
SC 3	Fire Warden/Awareness and use of Fire Extinguishers	All Staff Induction week										
SC 4	Emergency Evacuation Training (Fire Drill)	All staff-Induction week/termly										
SC 5	First Aid Training	Selected staff-Induction week										
SC 6	Periodic Safety Training as identified by NBS Management	Applicable Staff										
SC 7	CPR Training	Selected Staff										
EMPLOYEE NAME		TRAINING CODE										
		S C 1	S C 2	S C 3	S C 4	S C 5	S C 6	S C 7				



### **26.3 Register of Fire Fighting Equipment**

Certified as up to standard MOH recorded in Ministry Blue Book.

### **26.4 Fire Drill Records**

These records will be kept in the Designated Fire Safety Information records with Director.

### **26.5 Accident Report Form**

Folder with Accident Report forms is to be kept with counsellor.

### **26.6 First Aid**

There are fully stocked First Aid boxes in Nurse's room.

See the above list for qualified and certified First Aiders on staff.

## 26.7 Sample Safety Inspection Checklist

SAFETY INSPECTIONCHECKLIST			
AREA _____	AUDITOR _____		DATE _____
Hazard Type: <u>Access and Egress</u>	Yes	No	Action
Are there sufficient exits in the area for prompt escape?			
Are staff members aware of all immediate egress points from their work area?			
Have staff members taken part in an emergency evacuation drill?			
Are good housekeeping standards maintained in the workplace?			
Can all emergency exits be opened easily?			
Are all emergency egress routes kept clear of all obstructions?			
Are spaces between equipment sufficient for safe operation?			
Are floors free from slippery materials and loose objects?			
Are floors maintained in good condition?			
Is the emergency lighting checked on a 13-week basis?			
Are there suitable stepladders or kick stools available to safely access heights?			
Are there sufficient exits in the area for prompt escape?			

Hazard Type: <u>Fire</u>	Yes	No	Action
Are all fire extinguishers, fire blankets and fire hoses wall mounted?			
Is all fire fighting equipment easily accessible?			
Is all firefighting equipment serviced and labelled and fitted with a seal?			
Are staff trained in the correct use of firefighting equipment?			
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly colour coded?			
Are no smoking signs posted and observed?			
Are staff aware of the means of escape in case of fire?			

Are fire drills carried out on a regular basis, minimum 6 monthly?			
Are all flammable materials properly stored and labelled?			
Do all exit doors open outwards?			
Are all escape routes unobstructed?			
Are all escape routes sign-posted from the workplace?			
<b>Hazard Type: <u>Slips x Trips and Falls</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are any main aisle ways and passageways kept clear?			
Is the work area kept clean and orderly?			
Are non-slip materials used on the floor where applicable?			
Are all spillages dealt with immediately?			
Are extension leads and electrical cables kept out of the aisle ways?			
Are materials stored off the floor including personal equipment?			
Are floor materials checked and free from trip hazards?			
Are mats, false floors and platforms in good condition?			
Are work areas adequately illuminated during working hours?			
Are non-slip floor covering materials in use in canteens and possible wet areas?			
Is rubbish or litter only stored in designated storage containers?			
Is all rubbish or packaging picked up as soon as possible after it is produced			
<b>Hazard Type: <u>Manual Handling</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all persons informed of safe manual handling techniques?			
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?			
Are steps or ladders available for all lifting from over shoulder height?			
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?			

Are floor surfaces kept clear and in good condition where staff have to lift?			
Are mechanical devices used where practical?			
Are heavier objects stored at waist to chest level?			

<b>Hazard Type: <u>Electrical</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all sockets, plugs and switches in good working order?			
Are all cables visually free from defect or damage i.e. overheating, insulation damage?			
Do competent persons carry out all-electrical work?			
Are all electrical panels and enclosures kept closed with proper covers or doors?			
Do extension leads in use have a grounding conductor?			
Are all electrical circuit breaker panels accessible and unobstructed?			
Are all electrical panels protected against impact?			
Is there a one-metre space maintained between the electrical panel and all storage?			
Are all plug-tops correctly fused with cables clamped inside the plug?			
Are electrical panels kept free of all storage and rubbish?			



## **27.0 RISK ASSESSMENT**

### **27.1 Procedure for Risk Assessment**

The risk assessments in this document are based on an identification of the hazards and an assessment of the risks and the control measures necessary for the elimination or reduction of the risk to an acceptable level. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs.

## Sample of general risk assessment

Arrival and departure of children		Assessor:	Date:
Hazards	Who Is Affected	Control	
Children playing in the grounds before school	Children	<ul style="list-style-type: none"> <li>Adequate supervision is required at all times young children are on school grounds.</li> <li>If before or after the school day, there is no supervision either in the playground or as part of an organised activity children should not be allowed on school premises.</li> <li>Parents should be reminded of school start and finish times.</li> <li>Insurance cover will determine when supervision begins and ends.</li> </ul>	
Young children leaving with an 'unknown' person	Children	<ul style="list-style-type: none"> <li>Teachers to only allow parent or other 'known' person to collect children</li> <li>Children from 1<sup>st</sup> to 6<sup>th</sup> class should be collected from the main yard; only sick/ill pupils to be allowed to be collected from inside the school building</li> <li>EYFS to be collected from classroom door.</li> </ul>	

# SMOKE FREE POLICY

## **(PUBLIC HEALTH (TOBACCO) AMENDMENT ACT 2004),**

Nottingham British School, in line with Legislation, is fully  
compliant with the above act and from a local context from  
2016. No smoking is allowed inside the school perimeter.

This Policy was devised to reduce risk of exposure to the ill effects of tobacco smoke. It is a medical fact that second hand smoke is harmful and contains cancer causing substances, so not only are smokers at risk, but everyone in their smoke trail.

We cannot provide designated Smoking Areas. Smoking is therefore prohibited throughout the facility and anyone found in breach of our Smoke Free Policy will incur disciplinary procedures.

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<b>Hazard</b>		
Fire	Who is affected	Control
No smoking is allowed inside the school perimeter.	Staff, Visitors, Parents and School Children.	No smoking is allowed inside the school perimeter