

6.0 HEALTH, SAFETY, SECURITY & THE ENVIRONMENT

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6.10 Policy Statement

The International School of Aberdeen recognises the importance of operating and maintaining a safe environment. The ISA will endeavour to provide the appropriate resources to implement this policy.

The International School of Aberdeen will ensure that all reasonably practicable steps are taken to identify the risks and hazards arising from its activities in the classroom, school field trips and the business and maintenance activities of the school and to reduce these risks to a level that is as low as reasonably practicable.

The International School of Aberdeen will have control over its activities with the aim of achieving a safe learning/working environment that (is accident-free) and protects all students, personnel and visitors.

To achieve this, Health, Safety, Security & the Environment (HSS&E) considerations will be ranked equally with all other objectives when carrying out the activities and operations of the school.

The International School of Aberdeen will maintain a programme to ensure compliance with all relevant laws and regulations and will work in co-operation with employees, students and parents to achieve continuous HSS&E performance improvements.

All personnel throughout the organisation have responsibility for the successful implementation of the Policy.

Groups and individuals need to take a planned and systematic approach to their work. The aim is to identify and eliminate hazards and minimise the risks associated with work activities.

Plans must be developed, procedures and instructions put in place, and training implemented, to ensure that school activities are carried out safely.

Performance standards are thus established and performance measured against these standards.

The International School will vigorously promote high standards of health and safety and incorporate the World Health Organisation's philosophy about a Health Promoting School. A Health Promoting School is one in which all members of the school community work together to provide children and young people with integrated and positive experiences and structures, which promote and protect their health. This includes both the formal and informal curriculum in health, the creation of a safe and healthy school environment, the provision of appropriate health services and the involvement of the family and wider community in efforts to promote health.

The International School of Aberdeen recognises that the key components to successful management are:

- Policy
- Organisational Structure
- Planning and Implementing by Performance Standards

- Measurement of the Performance
- Auditing and Reviewing Performance
- Improving Performance

6.20 Organisation & Responsibilities

The responsibility for HSS&E lies directly and personally with the School Board, the Administration, the Teaching and Support Staff, and, where appropriate, Students.

6.20.1 School Board

- establishing the school's HSS&E Policy
- incorporating the policy in the strategic/business plan
- making available the necessary resources to ensure a continuing improvement in HSS&E performance
- regularly monitor the school's HSS&E performance

6.20.2 Director

- overall responsibility for HSS&E on a day-to-day basis at the school
- ensures compliance with all relevant legislation
- developing the organisation and controls to ensure that activities are performed in a safe and environmentally responsible manner, in consultation with the teaching and support staff
- visibly demonstrate commitment to achieving a high standard of performance and set the tone for a school-wide safety culture
- ensures that employees and outside consultants are competent and capable of performing their duties in compliance with the HSS&E Policy and system and controls
- actively encourage a safety culture among the staff and students
- diligently investigate instances that contravene the ISA HSS&E policy

6.20.3 Principals

- responsible and accountable to the Director to ensure that the HSS&E Policy and controls are applied by the teaching staff and students under their supervision
- support their staff and students in the compliance of the HSS&E Policy and controls
- address HSS&E issues arising from their staff
- actively encourage a safety culture among the staff and students

6.20.4 Health & Safety Officer

- responsible and accountable to the Director to ensure ISA complies with all relevant UK Health & Safety legislation
- leading role on the Health & Safety Committee
- support staff and students in the compliance of the HSS&E Policy and controls
- co-ordinates:
 - development of HSS& E procedures
 - assessment of HSS& E procedures
 - risk assessment of HSS& E procedures
 - review of HSS& E procedures
 - implementation of HSS& E procedures

6.20.5 Educational Visits Co-ordinator

- thorough understanding of the legal responsibilities on school trips
- knowledge of the practical difficulties facing school groups on trips
- competent in the preparation of risk assessments
- works with the Administration, teachers and other groups to provide support and guidance
- monitors the school trips, including a post trip debrief

6.20.6 Health & Safety Committee

- provides advice and guidance on matters relating to the health, safety and welfare of the students, employees and visitors
- assists in the development of the controls ensuring that activities are performed in a safe and environmentally responsible manner
- provides all members of the ISA community with support in complying with the HSS&E Policy and how this is implemented
- provides regular assessment of the effectiveness of the controls to the Director for presentation to the School Board
- promotes a safety culture within the ISA community

6.20.7 Employees

- recognise and address the HSS&E aspects of your work
- know what is expected of you and follow the rules and procedures that apply to you
- support others to address HSS&E aspects of their work
- intervene if you become aware of something that could lead to harm to people, the facility or to the environment, and welcome intervention to your own work
- stop any activity you feel is unsafe and report your concerns to your direct report or Health & Safety Officer or Principal or Director.

6.20.8 Students

- as appropriate, students will be encouraged to understand the HSS&E Policy and controls, and how they are applied to keep themselves, their classmates, teachers and the ISA community safe
- encourage students to assist with the identification and reporting of potential hazards to help keep the ISA community safe

6.20.9 Parents

ISA has a very active parent community that participates in a wide range of volunteer activities at the school and with school-sponsored events. Where appropriate, parents will be encouraged to understand the HSS&E Policy and controls, and how they are applied to keep themselves, students, teachers and the ISA community safe.

6.30 Health, Safety & Environment - General

6.30.1 Audit and Review

The Safety Management Programme will be subject to a comprehensive system of audit and review to ensure the implementation of the HSS&E Policy. The audit will be conducted by an independent consultant and/or a safety officer selected by the School Board.

6. 30.2 Training

The Director will ensure that all employees and students have received and completed adequate training in the HSS&E aspects of the activities in which they are involved. Training is the key to ensuring that employees are competent in the duties they perform. This will include training in the school's safety practices and procedures, including risk assessment, the use of personal protective equipment where appropriate, fire safety including extinguisher use, manual handling, all emergency procedures and any other training that is required by law, the School Board, or the Director.

6.30.3 Meetings

ISA will provide a regular forum for teachers, employees and students to voice concerns and suggest initiatives on HSS&E matters through the Health & Safety Committee. Both teachers and students will have representation on this Committee. In addition, all teachers and employees are required to attend periodic safety meetings.

6.30.4 Risk Assessments

All reasonably practicable steps will be taken to identify HSS&E hazards arising from school activities and appropriate actions taken to ensure that any risks identified are managed so that the risk is as low as reasonably practicable.

ISA is responsible to ensure that those carrying out assessments are competent to do so. The assessor should have an understanding of the workplace and knowledge of the best practicable means to reduce those risks identified. Competency does not require a particular qualification but may be defined as a combination of knowledge, skills, and experience, including the ability to recognise the extent and limitations of that knowledge.

ISA will provide appropriate levels of support to all employees and members of the school community in the preparation of risk assessments. At all times, the school will take a proactive and systematic approach to risk reduction.

6.40 Health Management

Personal health and wellbeing is important. Health services at ISA will proactively provide information and guidance on health related matters as appropriate.

6.40.1 First Aid

ISA will ensure that appropriate first aid facilities and trained personnel are available and that the arrangements are in compliance with the appropriate UK legislation. Lists of First Aiders will be posted throughout the school together with the location of first aid boxes and emergency services telephone number.

6.40.2 Hygiene

The maintenance of a clean and tidy environment is an important part of creating a safe and healthy environment. The school will have written procedure in place to comply with all UK Regulations governing school hygiene and the appropriate staff will be trained. In addition, written procedures, training and education will be developed in order to achieve good hygiene standards throughout the school and for all members of the ISA Community to understand that good hygiene standards are important in achieving a healthy learning environment.

Cross Ref: “Blood and Body Fluid Spillage Procedure”

6.40.3 Medication - Students

Students with a medical condition(s) requiring medication to be administered during the school day or when under the care of the school will require written instruction by the parent/guardian and if deemed necessary by the Director or his/her designate, the attending physician.

6.40.4 Medical Conditions – Students

Appropriate monitoring of student's medical conditions will be carried out in conjunction with the student's parent(s) or guardian(s) and, where necessary, a physician.

6.40.5 Infectious Diseases

School environments are susceptible to the spread of germs and illnesses, most of which are quite ordinary and do not require special action aside from routine good hygiene. However, due to the close proximity of people in a school, there may be an occasion where the suspicion or the appearance of an infectious illness among a member(s) of the school community will require special precautions. If such a situation occurs the following steps should be followed:

- **Assessment:** a risk assessment of the situation should be conducted by the nurse in conjunction with the Health & Safety Officer and the Director or his/her designate.
- **Control:** risks identified through the risk assessment should be reduced to as low a level as reasonably possible.
- **Exclusion:** if in the view of Director or his/her designate the situation warrants the individual(s) to be excluded from the ISA campus this may be done pending investigation by the appropriate Health Service Professional, ie: Grampian National Health Service. The ISA follows the NHS Exclusion Policies for Enteric and Other Infectious Diseases.

In the event that a child is diagnosed with an infectious disease, the ISA nurse will discuss with parents the criteria for returning to school with, and inform the rest of the grade or relevant groups that there is an outbreak and what to watch for.

ISA also publishes a General Flu / Illness Guideline for ISA Parents in the *Bison* publication.

6.40.6 Prevention of Back Injury

The maintenance of a healthy back is important at ISA. A wide range of activities is undertaken at the school that involves manual handling, ie use of backpacks by students, carrying briefcases by teachers, support staff moving furniture, etc. Often in a school environment, individuals are involved in multiple activities; this is particularly true in the classroom environment.

In order to meet the UK's 1992 Manual Handling Operations Regulations, training will be given to all employees. Normally, this will be done as part of the school's orientation process for all new staff.

Students will be instructed about back care in a manner and setting determined appropriate by the Director.

Cross Ref: 6.40.13.2 Ergonomics

6.40.7 Stress

ISA acknowledges a responsibility to monitor work-related stress among its employees and students. In the event an employee or student exhibits work-related stress, the school will be proactive in assessing the situation with the individual. In the case of children, ISA will work with the child and parent/guardian in an effort to identify how stress can be reduced. Where appropriate, independent professional assistance will be offered. The exact response to a situation will depend on the circumstances of individual cases.

6.40.8 Pregnant Workers

ISA will comply with the management of Health and Safety at Work (Amendment) Regulations 1994. Specifically, ISA will carry out a risk assessment concerning the work an employee carries out when notice is given of a pregnancy. The risk assessment will pay particular attention to work practices that could cause or potentially cause a risk during pregnancy. ISA will make modifications and/or change work responsibilities based on the risk assessment findings.

6.40.9 Pregnant Students

ISA will assist with an assessment if any modifications and/or changes to the student's daily routine need to be made in order to limit risks to the student. This will be done via the risk assessment process.

6.40.10 Food Hygiene

All food preparation at the school will be undertaken in accordance with all UK food hygiene regulations. Commercial sub-contractors will be expected to have valid certificates, licences and training before being permitted to operate at ISA. Members of the school community will be required to follow ISA's food hygiene guidelines and to complete a risk assessment prior to preparing or bringing pre-prepared food to ISA. The Director or his/her designate will be responsible to ensure that these requirements are complied with.

Where food preparation is part of a class project or school sponsored/associated club or activity, the responsible adults will be required to prepare the food in accordance with the ISA food hygiene guidelines. In addition, the sponsoring adult will be required to prepare a risk assessment for the activity.

6.40.11 Food Distribution and Nut Restriction

Anyone who is planning to sell or distribute food at a school bake sale, sporting event, festival or any other event held at ISA is required to complete an ISA information/action pack. This pack ensures that event organisers are aware of the risk assessment for food distribution and that all preparers of food are made aware of food hygiene guidelines. The pack also ensures that foods are labelled with ingredients and that any food items brought into school during the school day or for after school activities or other events, except those intended for personal consumption only, do not contain any type of nuts or nut products.

6.40.12 Drugs, Alcohol and Tobacco

ISA prohibits the use of drugs, with the exception of properly used prescribed medications, and tobacco on campus. Alcohol is prohibited during normal school hours and at any school-sponsored event on campus at which students are in attendance. School Board approval is required for any function on campus at which alcohol will be served.

The possession, use, sale or distribution by a student of any illegal or controlled substance, as defined by current UK legislation, including tobacco or alcohol, is prohibited and is grounds for suspension or removal from the ISA.

Being under the influence of any illegal or controlled substance on campus, with the exception of properly used prescribed medications, or alcohol is grounds for suspension or removal from the ISA.

6.40.13 The Control of Substances Hazardous to Health (COSHH) Assessments

The COSHH Regulations require employers to assess the use of all hazardous substances in the workplace and education environment. The elimination of all risk is impossible if a potentially hazardous substance is used; however, steps must be taken to ensure that the use of hazardous substances is controlled in order to eliminate as much risk as possible.

The identification of hazardous substances is the key to their control. There is a broad range of substances covered, ie the chemicals in the science laboratory, cleaning products, photocopying toner, etc. ISA will conduct a risk assessment on all potentially hazardous substances.

All employees and students must be informed of the risks from the potentially hazardous substances they are using at ISA and receive instruction and training in their safe usage.

All COSHH assessments will be written and kept in the area to which they apply.

6.40.13.1 Disposal of Bodily Fluids

A written “Blood and Body Fluid Spillage Procedure” is in place and the appropriate staff will be trained. The procedure will follow the protocols outlined by the UK National Health Service.

6.40.13.2 Hazardous Substances Disposal

ISA will comply with all UK Regulations in connection with the disposal of hazardous substances. In practice, this will require the assistance of specialist assistance.

6.40.13.3 Management of Asbestos

The school buildings were assessed for the presence of asbestos by specialist consultants in March 2003, and it was determined that ISA is in compliance with the UK Control of Asbestos at Work Regulations 1987. The Manor House Boiler Room contains asbestos insulating board. This is the only area identified and from the survey and the material was determined to be in “fairly good condition”. Specialist inspection of the school will occur as part of the maintenance programme in order to ensure continued compliance with UK regulations.

6.40.13.4 Science Department

Due to the specialised nature and potentially hazardous environment, the science department will have written guidelines and risk assessments for all experiments. Students will be briefed regularly on health and safety matters. The Director and the Science Department Head will both be accountable for ensuring that all practicable measures are in place to ensure a safe learning environment.

6.50 Safety Management

The International School of Aberdeen recognises that the key components to successful safety management are:

- Policy
- Organisational Structure
- Planning and Implementing by Performance Standards
- Measurement of the Performance
- Auditing and Reviewing Performance
- Improving Performance

Key steps in achieving this are:

- Deliberate identification of hazards
- Hazard assessment
- Ensuring there are rules, procedures and training
- Commitment to reduce the associated risk.
- Definitions of goals and objectives
- Action Plan(s)
- Two-way communication
- Structure and responsibility for the key elements
- Monitoring of the policy implementation process – both by auditing and by measurement.

6.50.1 Emergency Measures Programme

It is the responsibility of the Director to ensure the development of a comprehensive emergency measures programme for all school facilities that will provide for the protection of the health and safety of students, staff and visitors during normal school operating hours or during any school sponsored after-school activities. The Director must make certain that such a programme is formalised, communicated and understood by all persons whose health and safety it is intended to protect.

The Board will request the Director, from time to time, to review the procedures that are in place and how they are being implemented, assessed and audited.

The emergency measures programme will include:

- Fire Prevention and Drills
- Bomb Threat
- Intruder Threat
- Major Accident (multiple casualties)

6.50.2 Accident and Incident Reporting

All employees, students and visitors are required to report any accident, incident or potential hazard immediately to their supervisor, teacher or host. In liaison with the Health & Safety Officer, the Director will ensure that all matters reported are investigated and appropriate measures taken to identify the cause and prevent recurrence. All incidents will be subject to ISA's procedures for "Reporting and Investigating Incidents".

Cross Ref: 6.40.10.1 Disposal of Bodily Fluids

6.50.3 Harassment and Hostility

The ISA is committed to providing an environment that is free from hostility and harassment. All employees and students must recognise that each person has the right to work free from harassment in an environment that respects that right to dignity at work.

The ISA will not tolerate any form of harassment, which can involve persistent conduct, or behaviour that continues after an individual states that he or she wants it to stop. A single incident can also constitute harassment if it is sufficiently serious. Harassment can be deliberate or subconscious, overt or concealed.

Harassment can take many forms from relatively mild banter to actual physical violence. For the purposes of this policy, harassment can be defined as unwanted behaviours that a person finds intimidating, embarrassing, humiliating, distressing or offensive or that creates a hostile, offensive or degrading environment for that person.

If it has been identified that a student has been hostile to or has harassed another student(s), the incident will be discussed with a member for the teaching staff and the offending student. If the staff member believes the incident is severe enough, the parents of the offending student will be notified. The offender may face suspension if the nature of the act warrants it.

The student(s) whom the hostility or harassment was directed at will be reassured that the appropriate measures have been taken. The student(s) will also be instructed to immediately notify the teaching staff if the hostility or harassment continues.

6.50.4 Working Alone After Hours

To ensure safety of all employees who, from time to time, work alone after hours, the following procedures will be adhered to. Firstly the employee must follow the lock-up procedures for the school, which entail disengaging the security alarm and locking the doors while on the premises and ensure doors are locked and the security alarm is engaged on departure.

As an added precaution, a lone worker alarm system must be worn by the lone worker. Activating the alarm sends a notification to the police.

At times, an after hours security guard is present on site and contactable by mobile phone. Any employee working after hours must be aware of the security guard's mobile phone number in case of an emergency. A contract security service also patrols the property once an evening.

Lone worker activities, such as working at height, or manual handling requiring two people are also restricted during these periods. Lone workers must be sufficiently experienced in the tasks to be carried out and must be fully aware of the risks and appropriate precautions necessary.

First aid facilities can also be accessed by the lone worker.

6.50.5 Security

The primary objective is to promote and maintain a secure and safe learning and working environment and to protect students, personnel and visitors.

Visitors are required to sign in, are issued a visitor badge, and sign out when they leave.

The safety and supervision of children within the school building and on campus is the responsibility of all the teaching and support staff; this is part of the school's caring ethos.

Security is everyone's responsibility and all staff should be aware of their environment and report anything out of the ordinary to any member of the Administration immediately.

6.50.5.1 CCTV

ISA operates a number of CCTV cameras in order to assist with security for members of the ISA Community and in respect of school property.

CCTV footage will be used for no other purposes than the security of the pupils, staff and school property.

6.50.5.2 Vehicle Identification

ISA will keep a vehicle registration of all employees of the school. Visitors will be asked to identify their vehicles when checking in with reception and these details will be logged in the visitor's book.

6.50.6 Work Equipment

The school is required to provide and maintain suitable and safe work equipment. A safe system of work should be established and a risk assessment completed for each item of equipment. In addition, the school will ensure that the operators of the equipment receive suitable training, including information about the risks involved and precautions to be taken when using the item.

6.50.7 Personal Protective Equipment (PPE)

PPE can provide protection if risks cannot be controlled by other means but protection will only be provided if PPE is used and used properly. Employees, students and visitors should co-operate in using PPE, not only to meet legal requirements but to keep themselves as safe as possible.

ISA must ensure that all those required to use PPE are informed of the benefits of its use and trained in its use.

In the event that an employee, student or visitor is unwilling to use the PPE required by ISA to undertake an activity or enter an area, the individual will be barred from the activity or area. If the individual not complying is an employee or student, ISA disciplinary procedures will be enacted. In the case of a visitor, the individual should not be invited back to the school unless they will adhere to the school's policies and rules while on campus.

6.50.8 Ergonomics

A badly designed workstation or workbench risks an injury occurring. Ensuring that a workstation is designed for a specific use, and for the individual undertaking the tasks, will reduce the risk of injuries.

Ergonomic assessments of all ISA employees' work areas will be made available and all practicable alterations will be undertaken. The organisation of ergonomic assessments will be the responsibility of the Director or his/her designate.

Cross Ref: 6.40.8.6 Prevention of Back Injury

6.50.9 School Trips

School trips are an important part of the education at ISA.

Before undertaking any out of school trips, the teacher in charge must complete the ISA procedures for the organisation, approval and risk assessment of the proposed trip. No trip may be undertaken without the final approval of the Director or his/her designate.

The Director and the Principals play an important role in the trip's planning and they may cancel the trip at any stage, including instructing the immediate return of the group if they consider the trip compromised, regardless of the reason.

Once the trip begins, the lead teacher also has the authority to cut the trip short if he/she believes that the trip is compromised, regardless of the reason. The teacher will follow the ISA procedures for notification of the Director or his/her designate as soon as practicable under the given circumstances.

In the event of an incident occurring during the trip, the lead teacher will report this to the Director or his/her designate as soon as practicable under the given circumstances. The incident will be investigated once the group returns by the Director, who will determine if ISA's disciplinary procedures should be enacted.

The health, safety and welfare of every individual participating on the trip is paramount, and the expectation of the Board is that the adults in charge will exercise good judgement and err on the side of caution. It is understood that this philosophy will occasionally lead to the disappointment and/or displeasure of the participants; however, safety takes precedence.

6.50.9.1 Adventure Trips and Activities

All steps required for school trips apply, and trips will only be undertaken with organisations that have a valid licence from the Adventure Activities Licensing Authority and are in compliance with all relevant UK legislation regulating adventure activities.

6.50.10 Buildings and Grounds

The Board will be responsible for approving an operating budget that enables all school buildings and grounds to be operated, maintained and used in a safe, clean and functional manner. The Director or his/her designate will be responsible for the administration of this budget, and to ensure that all necessary maintenance work is carried out to ensure the safety of the people using the facilities. In addition, a written routine maintenance and long-term maintenance programme will be in place to ensure the efficient operation of the school facilities and provision of a safe environment for the entire school community.

6.50.10.1 Playground

Recreation and play are an important part of the school day for children. Play provides opportunities to develop both social and motor skills and is a time to have fun. Four key areas must be maintained for a SAFE playground as defined by the National Program for Playground Safety based in Cedar Falls, Iowa.

- S is for Supervision: Active Supervision of the area by qualified adults. This includes checking the area prior to the commencement of play and throughout the playtime. The supervising adults should have lines of sight to see all of the play area and all entrances and exits to the area.
- A is for Age Appropriate Design of Playgrounds. The equipment installed should comply with all appropriate legislation and be designed for the skills of the age groups that will use the area.
- F is for Falls to Surfaces: The provision of proper surfacing under and around playground equipment is an essential part of reducing the risk of serious injury. Proper surfaces include wood mulch, fine sand, coarse sand and modern materials designed specifically for play areas.
- E is for Equipment Maintenance: This includes the equipment and the surface of the playground. A routine and documented maintenance programme must be established.

ISA will incorporate these four principles into the guidelines and rules applied to the supervision, use, design and maintenance of its playgrounds.

6.50.10.2 Safety Signs and Notices

ISA will comply with all UK legislation regarding HSS&E requirements.

6.50.10.3 Electrical Safety

ISA will comply with all Portable Appliance Testing (PAT) Regulations and have a written routine maintenance and inspection schedule for all fixed electrical wiring and equipment

The use of personal electrical equipment must be authorised by the Director or his/her designate prior to use. In addition, the equipment would also have to be PAT inspected prior to use on school premises.

Appropriate training will be given to employees, students or visitor prior to the use of the equipment when necessary.

6.50.10.4 Legionella

Legionellosis is considered a risk where people may be exposed to fine water droplets from a stagnant or slow flowing water system or ventilation system, and thrives best in water temperatures of 20–50 degrees Celsius. As part of the routine maintenance programme, the water in the school will be checked on a quarterly basis.

6.60 Environment

The physical surroundings in which the ISA staff and students conduct their day will have significance in creating an effective atmosphere for learning. In addition, as a member of the wider community, ISA has a responsibility to consider the impact of its activities on the physical environment beyond ISA's campus.

6.60.1 Noise

Noise is commonly defined as unwanted sound.

Schools are busy places, where large numbers of people undertake many different activities simultaneously; consequently sound levels can be quite high. This does not mean it is dangerous or hazardous to health; nevertheless, it can be irritating.

Given this environment, sound levels will vary from area to area. Teachers have primary responsibility for control of the students under their care. Sound levels associated with equipment should be risk assessed and all practicable measures should be taken to ensure its safe use.

If a noise level is perceived to be a health hazard, expert help should be sought.

6.60.2 Recycling

ISA will comply with all relevant UK legislations. In practice, the 4 R's will be followed:

- **Reduce use:** only use the amount of material absolutely necessary; plan before you start a project
- **Reuse:** if the material can be used again, make it available to other users
- **Recycle:** if the material's useful life is exhausted, where possible dispose of the material in a manner to allow for recycling.
- **Rubbish:** not all exhausted materials can be recycled; in this case the item should be disposed of in an appropriate and safe manner.

6.60.3 Waste Disposal

In the event material cannot be reused or recycled, the exhausted materials will be disposed of in a manner to help diminish the negative impact on the environment and in accordance with UK legislation.