

6.0 HEALTH, SAFETY, SECURITY & THE ENVIRONMENT (HSSE)

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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 throughout the School, 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 (HSSE) 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 HSSE 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 HSSE lies directly and personally with the School Board of Trustees, the Administration, the Teaching and Support Staff, and, where appropriate, Students.

6.20.1 School Board

- Establishing the School's HSSE Policy
- Incorporating the policy in the strategic/business plan
- Making available the necessary resources to ensure a continuing improvement in HSSE performance
- Regularly monitor the School's HSSE performance

6.20.2 Head of School

- Overall responsibility for HSSE on a day-to-day basis at the School
- Ensures compliance with all relevant legislation, in collaboration with internal and external HSSE specialists
- 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 sub-contractors are competent and capable of performing their duties in compliance with the HSSE Policy and system and controls
- Actively encourage a safety culture among the staff and students
- Diligently investigate instances that contravene the ISA HSSE policy

6.20.3 Principals

- Responsible and accountable to the Head of School to ensure that the HSSE Policy and controls are applied by the teaching staff and students under their supervision
- Support their staff and students in the compliance of the HSSE Policy and controls
- Address HSSE issues arising from their staff and students
- Actively encourage a safety culture among the staff and students
- Have a thorough understanding of the legal responsibilities on school trips
- Have knowledge of the practical difficulties facing school groups on trips
- Are competent in the preparation of risk assessments
- Work with other members of the Administration, teachers, HSSE Officer, and other groups to provide support and guidance
- Monitor the school trips, including a post trip debrief

6.20.4 Health & Safety Officer

- Responsible and accountable to the Head of School to ensure ISA complies with all relevant UK and EU HSSE legislation
- Leading role on the HSSE Committee
- Support staff and students in the compliance of the HSSE Policy and controls
- Co-ordinates:
 - development of HSSE procedures
 - assessment of HSSE procedures
 - risk assessment of HSSE procedures
 - review of HSSE procedures
 - implementation of HSSE procedures

6.20.5 HSSE 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 HSSE Policy and how this is implemented
- Provides regular assessment of the effectiveness of the controls to the Head of School for presentation to the School Board of Trustees
- Promotes a safety culture within the ISA community

6.20.6 Employees

- Recognise and address the HSSE aspects of work
- Know what is expected of them and follow the rules and procedures that apply
- Support others to address HSSE aspects of their work
- Intervene if one becomes aware of something that could lead to harm to people, the facility or to the environment, and welcome intervention by others who may have concerns
- Stop any activity they feel is unsafe and report their concerns to the relevant Principal or Head of School, and HSSE Officer
- Report all incidents, accidents or hazardous situations (near miss) to allow for lessons learned
- Attend all HSSE training as required

Employees will work with their relevant line managers to co-ordinate field trips

6.20.7 Students

- As appropriate, students will be encouraged to understand the HSSE Policy and controls, and how they are applied to keep themselves, their classmates, teachers, and the ISA and general community safe
- Encourage students to assist with the identification and reporting of potential hazards and/or incidents to help keep themselves, their classmates, teachers, and the ISA and general community safe

6.20.8 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 HSSE Policy and controls, and how they are applied to keep themselves, students, teachers and the ISA community safe.

6.30 HSSE - 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 HSSE Policy. The audit will be conducted by an independent consultant and/or a safety officer selected by the School Board of Trustees.

6.30.2 Training

The Head of School will ensure that all employees and students have received and completed adequate training in the HSSE 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 of Trustees, or the Head of School.

6.30.3 Meetings

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

Should any student related issues be raised (by students or staff), a student representative would be asked to attend the HSSE Committee Meeting.

6.30.4 Risk Assessments

Procedures will be put in place to identify HSSE hazards arising from school activities, and appropriate actions will be 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 and as required by UK and EU legislation.

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 and EU legislation. Lists of First Aiders will be posted throughout the School. First Aid kits are located throughout the School. A defibrillator is located in the School – location known by staff.

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 all relevant documentation in place to comply with all UK and EU Regulations governing school hygiene, and the appropriate staff will be trained. In addition, written procedures, training and education will be in place 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.

The School Cafeteria follows the Cooksafe hygiene programme, and a mandatory, unannounced inspection by the Environmental Health Officer occurs on an annual basis. As part of the School's annual oil company HSSE Audit, the cafeteria services will be audited to determine if the required standards are being met.

Cleaning staff follow the ISA Cleaning Schedule.

The School Nurse adheres to NHS guidelines regarding hygiene and uses appropriate biohazard kits. A separate bin in the Nurse's Room is used for medical waste, and this is emptied appropriately by a reputable waste collection company.

Hygiene in the swimming pool is detailed in the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).

The keeping of animals in the School is risk assessed, with hygiene a priority.

The Nurse promotes a hand-washing policy throughout the school year.

CROSS REFERENCE: Blood and Body Fluid Spillage Procedure
 Cleaning Schedules
 Cooksafe Hygiene Programme
 4.40 Food Service in the School
 ISA Swimming Pool NOP and EAP

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 Head of School or their designate, and the attending physician.

In the absence of the Nurse, key members of staff have been trained in the dispensing and administration of medication, both prescription and over the counter. They complete and sign a form which the Nurse will then transfer to SNAP (School Nurse Record System) for future reference. This is done with the permission of the parents/guardians of students under the age of 12 years, following a phone call to confirm which medication can be given. Students over 12 years of age who are deemed competent and understand the purpose of the medication they request, can give their own consent; if not deemed competent, a parent/guardian must be contacted before any medication is given. All those members of staff who dispense medication are first-aid trained and have knowledge of the students with medical conditions such as allergies, epilepsy etc.

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 HSSE Officer and the Head of School or their 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 Head of School or their 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, 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 *Thistle Talk* 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.

All staff are given training/advice on Manual Handling on an annual basis.

CROSS REFERENCE: 6.50.8 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 all UK and EU legislation. 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, in accordance with UK and EU legislation.

6.40.10 Food Hygiene

All food preparation at the School will be undertaken in accordance with all UK and EU 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 prior to preparing or bringing pre-prepared food to ISA. The Head of School or their designate will be responsible for ensuring 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. For school events, eg PTO events, festivals, social, dances, food preparation and nut/nut product restrictions are covered by the relative individual risk assessment. A "Food for Sharing Form" must be completed by the food provider and signed off by the Event Organiser/Class Teacher, thereafter forwarded to the Head of School's office for retention.

6.40.11 Food Distribution and Nut Allergy Awareness

The School acknowledges that due to food processing practices, it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore, ISA is an “Allergy Aware” School.

ISA has an Allergy Awareness policy, which sets out the various ways in which the School manages severe allergies and how it promotes awareness.

The School Cafeteria complies with ISA’s Allergy Awareness Policy.

Individual health care plans and emergency action plans are prepared for students with serious allergies. An Emergency Action Plan (EAP) is sent via email to the member of staff and the principals who deal with the child on a regular basis; heads of department must cascade the relevant information to other members of staff as appropriate. In addition, for catering purposes, the Operations Manager is advised by email of those children with allergies. The EAPs are kept up-to-date by the School Nurse when further information is received from parents.

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 Food for Sharing Form’. This form requires the food provider to provide a list of ingredients along with their food, and to confirm that they have adhered to the ISA ‘Guidelines for Food Preparation at Home’ (available on the school website) and that their food is free from nuts (and products containing these such as oils or pastes). It also requires the event organisers to confirm that the ingredients list has been checked and the food contains no nuts or nut products. It states that if there is any doubt on the food contents or if no ingredients list is provided, the food will not be shared.

CROSS REFERENCE: ISA Severe Allergy Policy

6.40.12 Drugs, Alcohol and Tobacco

ISA prohibits the use of alcohol, tobacco and drugs on campus, with the exception of properly used prescribed medications.

Alcohol may be served at a school-sponsored event at which students may be in attendance, subject to assurances that students will not be served alcohol. Approval is required for any function on campus at which alcohol will be served; approval is ceded by the Board of Trustees to the Head of School on an ex officio basis.

The possession, use, sale or distribution by a student on campus of any illegal or controlled substance, as defined by current UK and EU 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 or alcohol on campus, with the exception of properly used prescribed medications, 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 laboratories, cleaning products, swimming pool water treatment chemicals, 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, and are also accessible in a relevant folder on the School's computer network.

6.40.13.1 Disposal of Bodily Fluids

A written “Blood and Bodily 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. Biohazard kits are used.

6.40.13.2 Hazardous Substances Disposal

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

6.40.13.3 Management of Asbestos

Asbestos was not used in the building of the Pitfodels Campus facilities. Whilst there is no asbestos on the Pitfodels Campus, the hazardous potential is recognised.

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 Head of School and/or their designate and the Principals will be accountable for ensuring that all practicable measures are in place to ensure a safe learning environment.

6.40.14 Voice Care Policy

The School recognises that the voice is of paramount importance in the teaching and learning process and acknowledges that voice care is a legitimate aspect of health and safety management because school staff can be at risk of developing voice problems.

Employers' Duties

- Under the Health and Safety at Work, etc Act 1974, employers must do all that is reasonably practicable to safeguard the health, safety and welfare of their employees at work. This includes:
- providing such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees
- providing and maintaining a working environment for employees that is, so far as is reasonably practicable, safe without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- Under the Management of Health and Safety at Work Regulations 1999, employers must assess the risks of all activities, introduce measures to manage those risks and tell employees about the measures.

A voice care risk assessment should be completed as necessary, especially in situations where a member of staff complains about voice strain symptoms.

If a risk of voice damage is identified, appropriate preventive or protective measures must be put in place. This can include information and training for staff and changes to the physical environment or working arrangements. Records should be kept of staff training.

Staff should also be trained to recognise the early signs of voice damage and how to prevent it.

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 Procedures

It is the responsibility of the Head of School to ensure the development of comprehensive emergency procedures 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 Head of School 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 Head of School, 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 Emergency Evacuation
- 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 HSSE Officer, the Head of School 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".

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 the 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 of 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) to whom the hostility or harassment was directed 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 followed. 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 ensuring 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 a control centre.

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 must also be accessible 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, including contractors, 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 must 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 Head of School or their designate.

CROSS REFERENCE: 6.40.6 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 Head of School or their designate.

The Head of School 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 Head of School or their 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 Head of School or their designate as soon as practicable under the given circumstances. The incident will be investigated once the group returns by the Head of School, who will determine if ISA's disciplinary procedures should be enacted.

The health, safety and welfare of every individual participating on the trip are paramount, and the expectation of the Board of Trustees 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 and/or their families; 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 are in compliance with all relevant UK and EU legislation regulating adventure activities.

6.50.9.2 Guidelines on Supervision Levels on School Trips

When assessing supervision needs for school trips, relevant considerations need to include:

- age, gender and ability of the group
- pupils with special medical or educational needs
- nature of activities
- experience and competence of staff in off-site supervision and specific activities
- duration and nature of journey
- type of accommodation
- competence and behaviour of pupils
- pupils' previous experience away from home or school
- first aid cover

ISA guidelines on supervision levels are as follows:

1. Group leaders are responsible for assessing the risks and deciding on a safe supervision level for their group.
2. There should always be at least two adults supervising, of which one should be a teacher in charge (with the exception of small groups of senior students on short trips).
3. In addition to the teacher, there should be enough supervising adults to cope effectively with an emergency.
4. The group leader must advise the Principal and Head of School of the proposed levels, and seek their approval prior to the trip.
5. Parties of mixed gender pupils should normally be accompanied by teachers of both genders.
6. Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and well known to the school and the pupil group.
7. Anyone who has not had a criminal conviction check should never be left in sole charge of pupils.
8. For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.
9. All supervisors should be aware of any pupils who may require closer supervision.
10. For trips with older pupils, the group leader should establish whether the pupils are responsible enough for remote supervision (or unsupervised free time) and should ensure that parents are aware of this and have agreed to this.
11. The group leader remains responsible for pupils even when not in direct contact with them.
12. During remote supervision, the group leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of the group should be considered. A minimum of 3 pupils per group is recommended.
13. Where staff are taking their own children, supervision should be increased due to the possibility of there being a conflict between the parental and teacher role.

Adult : Student Ratio Guidelines	
Age of pupils in group	Lowest Recommended Ratio *
3 to 5 years	1 : 3
5 to 8 years	1 : 8
8 to 12 years	1 : 10
12 to 18 years	1 : 10

- * The trip leader must consider whether the ratio above is sufficient depending on the risks associated with the trip.
For example, on trips involving large groups, overnight stays, overseas stays, hazardous activities, swimming, pupils with special needs etc, then the adult : student ratio should be increased appropriately.

Procedure should adult:student ratio fall below these levels during a trip

1. **During the planning of the trip**, if possible, a member of ISA staff (or substitute) should be asked to volunteer to be on 'standby' to join the trip as a supervisor should a drop in adult:student ratio occur.
2. **If the ratio drop is due to a teacher having to supervise a sick or injured student**, the parents should be invited to either:
 - a) collect the student from the school trip;
 - b) arrange for the student to be taken home from the trip;
 - c) care for the student at the school trip destination until the student is well enough to travel, and then chaperone the return journey.

If this is not possible, the designated ISA 'standby' should replace the parent in any of the 3 scenarios above (a to c).

Parents should be made aware of this possibility at the trip meeting.

3. **If the ratio drop is due to a trip supervisor being ill or injured**, a suitable replacement chaperone should be sought immediately at the destination. This replacement could include a tour guide or a teacher or member of staff from the host school or activity centre. If this is not possible, the designated ISA 'standby' should travel immediately to the trip destination. Parents should be used as a trip chaperone only as a last resort if no members of ISA staff can assist.

6.50.10 Buildings and Grounds

The Board of Trustees 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 Head of School or their 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 and EU legislation regarding HSSE 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 Head of School or their 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 visitors 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, a water hygiene visit will be carried out by a Legionella Control Specialist company on a monthly basis. In addition to this, twice yearly, this company carries out microbiological tests on water from the furthest hot and cold outlet. All taps and showers identified as infrequently used are flushed weekly by ISA Custodians to prevent stagnant water.

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 and EU legislation. 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 and EU legislation.