



Zhuhai International School Health and Safety Policy

Period of Review: reviewed bi-annually
Reviewed by: Head of School and School Board
Last Review: March 2022

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I. OVERVIEW

The Governing Board of Zhuhai International School is committed to ensuring the health and safety of all employees, students, visitors and contractors by complying with relevant health and safety legislation, regulations, national standards, and approved codes of practice.

This policy is reviewed bi-annually at a minimum under the guidance of the Head of School.

This policy is made available to all current and future stakeholders on the school website.

Who we are

Zhuhai International School (ZIS) educates students aged 3-18 from around the world. Founded in 2007, it has maintained a family-oriented atmosphere. While a sizeable portion of our students have spent much of their childhood in the country, they hold passports from other nations. Students enter ZIS with a range of needs, cultural backgrounds, family dynamics and perspectives.

This policy contributes its part to the necessary components of the environment needed for students to live out the school's mission statement:

At ZIS we strive to develop dynamic and principled global citizens who have the skills and attitudes to enable them to become compassionate, life-long learners who will contribute positively to the future of our world.

II. POLICY AIMS

1. Outline our commitment to health and safety
2. Outline the scope of practices considered in health and safety
3. Define terms, responsibilities and procedures managing health and safety
4. Provide further resources

III. OUR COMMITMENT

The Governing Board of Zhuhai International School is committed to ensuring the health and safety of all employees, students, visitors and contractors by complying with relevant health and safety legislation, regulations, national standards, and approved codes of practice.

We recognise that Health and Safety will not be achieved by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible minimize risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by physical controls or, as a last resort, through systems of work and personal protection.

We acknowledge that learning through activity, play, and sport (“active learning”) is necessary for children’s well-being and development. When planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits. We fully recognise that active learning brings the world to life for children. It provides for an exploration and understanding of their abilities; helps them to learn and develop; and exposes them to the realities of the world in which they will live, which is a world not free from risk but rather one where risk is ever present. The opportunity for active learning develops a child’s risk awareness and prepares them for their future lives.

Striking the right balance between protecting children from the most serious risks and allowing them to reap the benefits of active learning is not always easy. It is not about eliminating risk. In essence, play is a safe and beneficial activity. Sensible adult judgements are all that is generally required to derive the best benefits to children whilst ensuring that they are not exposed to unnecessary risk.

Striking the right balance does mean:

- Weighing up risks and benefits when designing and providing play opportunities and activities
- Focusing on and controlling the most serious risks, and those that are not beneficial to the play activity or foreseeable by the user
- Recognizing that the introduction of risk might form part of play opportunities and activity
- Understanding that the purpose of risk control is not the elimination of all risk, and so accepting that the possibility of even serious or life-threatening injuries cannot be eliminated, though it should be managed
- Ensuring that the benefits of play are experienced to the full

The Governing Board is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. The Head of School leads in the ongoing application of this policy with the support of the Vice Principal Responsible for Safety and the Senior Leadership Team.

The Board and school leadership is committed to:

- making health and safety a key part of our role
- working with our workers to improve the health and safety system at our school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again

- having emergency plans and procedures in place
- training students and staff about hazards and risks
- providing appropriate induction, training and supervision for all new and existing staff
- helping staff who were injured or ill return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner.

All staff play a vital and responsible role in maintaining a safe and healthy workplace and so must:

- act in the course of their employment with due care for the health, safety, and welfare of themselves, those under their care, other employees and other persons
- observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety
- act in accordance with any health and safety training given
- be involved in improving health and safety systems at work by informing their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- follow all instructions, rules, procedures and safe ways of working
- report any pain or discomfort as soon as possible
- report all injuries, incidents and near misses with the agreed procedure
- help new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- report any health and safety concerns or issues through the reporting system
- keep the work place tidy to minimise the risk of any trips and falls and exercise good standards of housekeeping and cleanliness
- wear protective clothing and equipment as and when required to minimise exposure to workplace hazards.
- know and apply the procedures in respect of fire, first aid, and other emergencies

Others in the workplace

All others in the workplace including students and visitors are expected to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise exposure to hazards

While Learning, Students:

- Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

IV. SPECIFIC RESPONSIBILITIES

While health and safety is everyone's responsibility, specific responsibility in the application of this policy rests with the Head of School, the Vice Principal Responsible for Safety, the School Nurse, and all Safety Committees.

- A. The School Board
- B. The Head of School
- C. The Vice Principal Responsible for Safety
- D. The School Nurse
- E. Class Teachers
- F. Safety Committees

A. The School Board

The School Board has ultimate control of the school. They will:

- a) Endorse and uphold policy.
- b) Give strategic guidance.
- c) Monitor and review health and safety issues as a standing agenda item.
- d) Ensure adequate resources for health and safety are available.
- e) Take steps to ensure plant, equipment and systems of work are safe.
- f) Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- g) Maintain the premises in a condition that is safe and without significant risk.
- h) Provide a working environment that is safe and healthy.
- i) Provide adequate welfare facilities for staff & pupils.
- j) Maintain an interest in all the health and safety matters.
- k) Review and monitor the effectiveness of this policy.

B. The Head of School

The Head of School has overall responsibility for ensuring compliance with Health and Safety policy in the day to day running of the school and delegates responsibility for implementation as appropriate to the Vice Principal Responsible for Safety and to the Heads of Section.

The Head of School will ensure that:

- a) The Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- b) The health and safety inspection is conducted annually at a minimum (see Appendix 1)
- c) The Board of Governors, the Vice Principal Responsible for Safety, all committees, and Staff are advised of relevant changes in health and safety legislation, codes of practice and all relevant standards (Bureau for Education, Council of International Schools, IBO, etc.)
- d) A continuous improvement plan is created and shared with the board of governors in order to monitor progress against agreed targets
- e) Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- f) Senior Leadership designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- g) A positive health and safety culture is promoted and that senior leadership develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel
- h) A system of communication and consultation with employees is established
- i) Effective training programmes have been put in to place
- j) An annual report on the safety performance of the school is presented to the School Board.

C. Vice Principal Responsible for Safety

The VP Responsible for Safety, as the person with special responsibility for health and safety will ensure that:

- a) The Board of Governors, the Head of School and all committees are advised of relevant changes in health and safety legislation, codes of practice and all relevant standards (local authorities, Council of International Schools, IBO, etc.)
- b) Risk assessment requirements are co-ordinated and the implementation of any action required is monitored

- c) Operational Risk assessments are regularly reviewed and any changes are brought to the attention of staff who may be affected
- d) They provide advice on health and safety training requirements
- e) Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the enforcing authorities
- f) They assist Heads of Sections in investigating and recording accident investigations
- g) Contact with external organisations such as the emergency services is co-ordinated
- h) The schedule of statutory examinations of plant, equipment and vehicles is maintained and Heads of School are made aware of impending examinations
- i) Premises, plant, equipment and school vehicles are maintained in safe condition
- j) Adequate arrangements are in place to ensure the security of the school, staff, visitors and students
- k) Adequate arrangements are in place for fire, first aid, and all other emergencies
- l) Welfare facilities are maintained in a satisfactory state
- m) Contractors engaged are reputable, can demonstrate a good health and safety record and are aware of relevant local health and safety rules and procedures
- n) Health and safety notices are displayed around the site as required
- o) School buildings and plant are maintained in accordance with the health and safety policy
- p) Records of servicing and maintenance are retained and kept up to date
- q) Safe systems of work are developed and implemented
- r) Risk assessments are completed, recorded and regularly reviewed
- s) They communicate with staff on health and safety issues relating to building maintenance and the work of contractors
- t) They encourage staff to report hazards and raise health and safety concerns
- u) Statutory examinations are planned, completed and recorded
- v) Any safety issues that cannot be dealt with are referred to the Head of School for action
- w) Agreed safety standards are maintained particularly those relating to cleaning and maintenance

D. The School Nurse

The School Nurse, as the lead trained medical professional, will ensure that:

- a) All medical care to students and staff is delivered with their health in mind first and foremost
- b) Triage cases based on urgency of need
- c) Ensure that medical equipment is current, stocked, and in sufficient supply
- d) Maintain up to date with local regulations and legislation
- e) Maintain up to date contact information with emergency and other health and medical authorities (Appendix 2)
- f) Maintain detailed records of all medical visits, communicating these to classroom teachers, parents, and the School Office
- g) Store securely and distribute all medication for students following parental instruction
- h) Carry out any health screening and other checks as required by health legislation and official guidance
- i) Remain up to date with local health emergencies and initiatives and communicate these to the VP Responsible for Safety and the Head of School
- j) Contribute to the promotion of a positive health and safety culture
- k) Provide health related instruction to members of the school community

E. Class Teachers

Class teachers are expected to

- a) exercise effective supervision of their pupils
- b) know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- c) follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice (e.g., CLEAPS) and to ensure that they are applied
- d) give clear oral and written instructions and warnings to pupils where necessary
- e) follow safe working procedures personally
- f) require the use of protective clothing and guards where necessary
- g) make recommendations to the Head of School or Head of Section on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery
- h) mindfully instruct students how to identify and reduce risks in the way that they work. The goal is to achieve a balance, teaching independence while providing the necessary supervision to ensure safety.

F. Safety Committees

Committees will be formed to address school needs and/or health emergencies.

V. RISK ASSESSMENTS

The School is committed to risk assessment when planning excursions and significant activities as well as for identified areas with heightened risk.

Risk assessment is the responsibility of the School's managers at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken, recorded and filed for significant activities

Risks should be assessed in a manner that ranks them by severity/probability for prioritization and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on the records of the department. Risk assessments should be reviewed at least annually or where there is a change in circumstances.

Risk assessments will be undertaken by:

Classrooms/Learning Spaces/Offices: Staff, reviewed by Head of Section (Appendix 2)

Maintenance and Cleaning: Vice Principal Responsible for Safety

Educational Visits: Teachers Responsible, reviewed by Head of Section and Head of School

Fire, Lockdown, and other Emergencies: Vice Principal Responsible for Safety

Subject/Learning Space Specific Risk Assessments are to be conducted:

- Design / Maker Space
- Visual Arts
- Science
- PE & Sports
- Boarding

VI. INCIDENT PROCEDURES

Incident reporting, recording and investigation is viewed as vital for prioritizing prevention and care.

The school will report and investigate seriously all accidents and incidents. The school will adhere to the procedures adopted for accident reporting and investigation. Procedure expects that all staff are to report accidents and incidents, including near-miss events. Line managers will investigate such incidents and identify and implement means to prevent any recurrence.

All accidents, near misses, or other health and safety related incidents must be recorded on the INCIDENT REPORT FORM (Appendix 5). All forms will be shared digitally with the relevant line manager / supervisor and the Head of School.

VII. MEDICAL PROCEDURES

The school nurse is responsible for tending to students requiring medical attention in school. When the school nurse is absent, a staff member with first aid certification is dedicated to cover this role. Referring teachers are asked to communicate with the Nurse and to inform the relevant Head of Section.

All students who are on medication must lodge their medication with the nurse and (s)he is responsible for ensure administration of the medicine during the school day. Students must not carry medicines around the school themselves.

All medical attention must be recorded on the MEDICAL REPORT FORM (Appendix 4). Where medical attention was necessary, the nurse must keep a copy on file and have a copy shared with parents via the student communication book, student planner, or other method. Parents must be informed as early as possible of any medical concern.

In the case of

- **A child vomiting.** The child must stay with the nurse. Parents will be contacted so that the child is collected and taken home. Under no circumstances must the child be returned to the classroom.
- **A serious accident requiring hospital treatment.** The child should be transported to hospital by the quickest means and should be accompanied by the nurse. In the event of a suspected spinal injury the nurse must be consulted before moving the student. The parents must be immediately informed about the address and details of the hospital to which the child will be taken.
- **For notifiable diseases.** Action must be in accordance with that prescribed by the Local Authority and the National Government regulations.
- **All head injuries to students, however minor, must be reported to parents.** The nurse should check for any signs of concussion such as dilated pupils, nausea and vomiting. If it is an urgent case, hospitalization is advised.
-
- **Fever.** If any child has a temperature, parents must be contacted and told the child has to be collected. The child must stay with the nurse until the parents come to collect him/her. Families will be expected to follow the most current fever protocols in place.

The nurse must keep an updated register of each student's medical records and in particular record allergies etc. The nurse should retain a copy of this register and there should be an identical up-to-

date copy lodged in the school office. All staff and food providers must be knowledgeable of allergies.

The nurse maintains first aid kits that can be taken by staff on school trips. The nurse maintains first aid kits and other medical equipment at identified locations.

The nurse must keep ample stocks of basic medications required in accordance with the work required at school. An inventory of such medications and should also be kept.

Our first choice of hospital is :

Zhong Shan University Affiliated Hospital # 5

(Fifth Subsidiary Sun Yat Sen University Hospital)
*for emergency treatment unless otherwise requested by the
parent/guardian.*

52 Meihua E Rd - Zhuhai, Xiangzhou
Guangdong Province - China
梅花东路 52 号 邮政编码: 519099
Phone: 0756-2528888

VIII. 360 DEGREES OF SAFETY

Classroom Safety

The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for the children to use. Teachers must be familiar with and follow all guidance adopted by the School specific to each department. Teachers have a primary role in assessing the safety of their spaces following school routines and the Health and Safety for Classrooms Checklist (Appendix 2).

All non-teaching staff must be informed of the safety procedures and practices related to any of the activities that they support

Units, lessons, activities and excursions will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- suitability for whole class participation
- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

Emergency Preparedness

Evacuation Procedure has been developed and adopted.

Lockdown Procedure has been developed and adopted.

Plan must consider any individuals who may need specific assistance during evacuation (e.g. due to mobility impairment etc.)

Emergency drills must be reviewed with any significant findings recorded and any actions taken recorded. All relevant people must receive fire drill and evacuation training according to the arrangements of a coordinated emergency plan of action.

All alarms and emergency lighting systems are to be tested every two months and receive periodic maintenance.

All extinguishers, hose reels, etc. are to be tested and maintained according to the schedule of local authorities.

Hazardous Substances

The school manages hazardous substances following the expectations of local authorities.

A designated employee conducts risk assessment of the storage and control of these materials with the primary goal of eliminating risk first and foremost.

The Vice-Principal responsible for Safety conducts a risk assessment for all cleaning materials and substances brought onto the site by contractors (pest management, etc.) with the primary goal of eliminating risk first and foremost.

Safeguarding and Child Protection

See the school's policy on Safeguarding regarding general Safeguarding.

See the school's policy on Child Protection for specific child protection matters.

Smoking, Animals, and other Prohibited Items

Zhuhai International School has a no smoking policy. Nobody may smoke on school premises or within 100m of school entrances.

Animals may not be brought onto campus without permission of the Head of School.

Zhuhai International School upholds all local, provincial, and national laws, including those relating to prohibited items.

Sun Protection

Primary students are required to wear hats during outdoor activities.

All students and staff are encouraged to wear sun protection daily and during excursions.

Disabled Access

A central entrance to the school is equipped with a wheelchair ramp. Students, Staff, and Guests are asked to communicate with the school in order to drive onto campus to access this point safely.

Extreme Weather and Air Quality

The school adheres to the notices of the local authorities regarding the use of school transport and school closure during inclement weather. The emergency procedure includes the school responses to tsunamis and other natural disasters.

The school publishes the measure of the Air Quality index for all staff each morning and line managers determine any actions following the school's adopted Air Quality procedures.

Access to Campus

Maximum safety and security is paramount at the school's perimeter, entry points, and pick up/drop off zones.

Parents are an integral part of the school community and are identified by the school issued parent card. Distributed at the start of the school year, or upon admission if later, these are colored differently each year with the academic year in clear sight. Departing families are required to return cards through the check out procedure. Cards are valid until the new cards are distributed.

Parents and visitors are to register when they have an appointment on site. Registration may take place either with the security gate, the School Office, or the Admissions Office.

Only staff members of the school are permitted to park in the school car park. Parents and visitors are asked to park in the marked spaces available on the street outside campus. On occasion, ZIS guests will be offered parking space if attending a function, event or activity.

When dropping students off or picking them up at the end of the day, parents (or their appointed guardian) are to accompany their child(ren) to the gate to ensure their safe transit, and during pick up to check in with the staff member on duty at the point of exchange.

VIII. BIBLIOGRAPHY

City of Bradford "School Self Audit – Health and Safety Review"

<https://www.bradford.gov.uk/hands/index.asp?a=Schools%20Information>

EGfL: Ealing Grid for Learning "Codes of Practice and Risk Assessments"

<https://www.egfl.org.uk/facilities/health-and-safety/codes-practice-cops-and-risk-assessment>

Health and Safety Executive of the UK. "Children's Play and Leisure: Promoting a Balanced Approach"

<https://www.hse.gov.uk/entertainment/childrens-play-july-2012.pdf>

Health and Safety Executive of the UK. "Classroom Safety Checklist"

<https://www.hse.gov.uk/risk/classroom-checklist.htm>

Manor Green School. "Health and Safety Policy"

<https://www.manorgreenschool.co.uk/MainFolder/about-us/Policies/Health-and-Safety-Policy.pdf>

Health and Safety Executive of the UK. "Leading Health and Safety at Work"

<https://thorpeprimary.org.uk/wp-content/uploads/2017/03/Health-and-Safety-Policy-MARCH-2017.pdf>

New Zealand Ministry of Education. "Example Health and Safety Policy"

<https://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Policies/Example-HaS-Policy-School-Health-and-Safety.pdf>

ZIS Annual Health and Safety Inspection Checklist

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POLICY	NOTES	
Is there a Health & Safety Policy (signed & dated by Head of School and the Chair of the Board or Board Representative)?		<input type="checkbox"/> Y <input type="checkbox"/> N
Does the policy align with current international guidance for schools, CIS guidance, and considers all key risks?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is the H&S policy is included in the induction process and policy changes are effectively communicated to all staff?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is the Health & Safety Policy published, available to stakeholders on the school website and available in print if requested?		<input type="checkbox"/> Y <input type="checkbox"/> N
RISK ASSESSMENT		
Are school specific risk assessments in place for those activities presenting a <i>significant</i> risk?	> <u>classrooms</u> > indoor shared spaces > playground equipment and spaces www.egfl.org.uk/COPS	<input type="checkbox"/> Y <input type="checkbox"/> N
Are individual risk assessments being carried out where required? (e.g. known medical conditions where there are H&S implications, such as epilepsy etc.)		<input type="checkbox"/> Y <input type="checkbox"/> N
Is there evidence that heads of department/ subject leads have adopted / adapted model risk assessments for relevant curriculum activities?	> Design / Maker Space > Visual Arts > Science > PE & Sports > Boarding <u>CLEAPSS</u>	<input type="checkbox"/> Y <input type="checkbox"/> N
Are staff aware of the content and location of all relevant risk assessments?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are all off site visits planned, documented, and approved?	www.egfl.org.uk/school-trips	<input type="checkbox"/> Y <input type="checkbox"/> N
NOTES:		

INSPECTION / MONITORING		
<p>Have Health & Safety inspections of the site been undertaken and documented at the beginning of each semester and/or after major holidays and school refurbishment?</p> <p>Have recommendations arising from previous inspections been actioned?</p> <p>Is regular monitoring undertaken by Heads of Section?</p> <p>Have recommendations arising from curricular inspections been actioned?</p>		<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>
<p>NOTES:</p>		

EMERGENCY SAFETY		
Has the school hosted a fire safety inspection by local authorities a minimum of once per year?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is a documented school emergency and evacuation plan in place? Does this evacuation plan also consider any individuals who may need specific assistance during evacuation? (e.g. due to mobility impairment etc.) ?	> Fire Emergency > Lockdown > Earthquake > Tsunami > others	<input type="checkbox"/> Y <input type="checkbox"/> N
Are emergency drills conducted each semester, studied, and discussed?		<input type="checkbox"/> Y <input type="checkbox"/> N
Have any issues identified as a result been resolved?		
Are alarm call points tested and documented?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are appropriate fire extinguishers available and inspected annually?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are all emergency exits / routes clearly signed, available for immediate use and unobstructed?		<input type="checkbox"/> Y <input type="checkbox"/> N
Do all areas of the school used outside of ambient daylight hours have emergency lighting available on escape routes?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is emergency lighting tested monthly?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are the alarm system serviced / inspected?		<input type="checkbox"/> Y <input type="checkbox"/> N
Do the alarm systems operate in the event of a power outage?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are all key internal fire doors (e.g. cross corridor and stairwell doors) in place and fully closing?		<input type="checkbox"/> Y <input type="checkbox"/> N
NOTES:		

CONTRACTORS		
When awarding contracts directly is health and safety included in specifications and contract conditions?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are appropriate competency checks undertaken prior to engaging a contractor directly?		<input type="checkbox"/> Y <input type="checkbox"/> N
ELECTRICAL / GAS		
Has the fixed electrical wiring been inspected within the last 5 years?		<input type="checkbox"/> Y <input type="checkbox"/> N
Have all remedial actions been followed through to completion?		
All gas appliances inspected and safety tested in past 12 months?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are gas cylinders stored appropriately?		<input type="checkbox"/> Y <input type="checkbox"/> N
PLANT/ TOOLS & EQUIPMENT		
Have task specific work at <u>height risk assessments</u> been conducted?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is there any significant use of power tools / machinery? <i>a register of equipment should be in place which identifies any significant safety issues to consider, (Noise and vibration levels, guards that should be in place, PPE required, maintenance or training / instruction required)</i>		<input type="checkbox"/> Y <input type="checkbox"/> N
Are PE and outdoor play equipment inspected monthly?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are <u>electronic powered gates</u> / doors subject to regular maintenance and inspection?		<input type="checkbox"/> Y <input type="checkbox"/> N
NOTES:		

FIRST AID		
Are there adequate numbers and levels of first aiders on site?	> sufficient minimum number of five trained staff	<input type="checkbox"/> Y <input type="checkbox"/> N
Are first aid boxes stored in appropriate places and maintained, with no unapproved content (medicines etc.)?		<input type="checkbox"/> Y <input type="checkbox"/> N
MEDICATION		
Pupils with medical needs and allergies are clearly identified and an annual review of care plans is undertaken for those with more significant needs?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is there a documented system for the acceptance and administration of medication?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is the food operator aware of all food related allergies?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is training for all relevant staff in use of epi-pens / medical procedures up to date (and provided annually at a minimum)?		<input type="checkbox"/> Y <input type="checkbox"/> N
ACCIDENT REPORTING		
Are accident records kept locally and monitored for trends?		<input type="checkbox"/> Y <input type="checkbox"/> N
Have all accidents to employees and significant incidents to pupils / visitors been recorded?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are governors routinely notified of any significant accidents?		<input type="checkbox"/> Y <input type="checkbox"/> N
COMMUNICATION		
Is there a system whereby all defects found with equipment / plant / premises are notified to management and taken out of service?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is health and safety a standing agenda item at relevant governing body committee meetings?		<input type="checkbox"/> Y <input type="checkbox"/> N
NOTES:		

TRAINING		
Have all staff health and safety training needs been assessed?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is all health and safety training recorded?		<input type="checkbox"/> Y <input type="checkbox"/> N
Has all staff received an effective and documented health and safety induction?		<input type="checkbox"/> Y <input type="checkbox"/> N
WELFARE AND ENVIRONMENT		
Is a lettings policy in place and are key risks and emergency procedures clearly communicated to hirers?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?		<input type="checkbox"/> Y <input type="checkbox"/> N
Do catering providers have a food safety management system compliant with education and health authorities?		<input type="checkbox"/> Y <input type="checkbox"/> N
HOUSEKEEPING		
Is general housekeeping satisfactory?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is flooring in good condition and free of slip / trip hazards ?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are electrical intake areas kept free of combustible materials?		<input type="checkbox"/> Y <input type="checkbox"/> N
NOTES:		

EXTERNAL AREAS		
Are pedestrian routes within the site clearly defined and segregated from vehicles?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are trees checked for potential risks to health and safety?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is adequate access to the site maintained for emergency services?		<input type="checkbox"/> Y <input type="checkbox"/> N
SECURITY / SAFEGUARDING		
Are there clear signage directing visitors to the main reception / other services on site?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is access to buildings, levels, and rooms adequately controlled?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is external lighting adequate?		<input type="checkbox"/> Y <input type="checkbox"/> N
Are gates and perimeter fencing of adequate height and well maintained?		<input type="checkbox"/> Y <input type="checkbox"/> N
Is access to low roofs adequately restricted?		<input type="checkbox"/> Y <input type="checkbox"/> N
ANY OTHER SPECIFIC ITEMS		
		<input type="checkbox"/> Y <input type="checkbox"/> N
		<input type="checkbox"/> Y <input type="checkbox"/> N
NOTES:		

Completed by:

	Head of School	Vice Principal for Safety
Name		
Date		
Signature		

Health and Safety Checklist for Classrooms

Name:	Location:	Date:
Guiding Questions:		Yes, No, or NA
Movement around the classroom	Is the internal flooring in a good condition?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Are there any changes in floor level or type of flooring that need to be highlighted?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Are passageways between furniture kept clear?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Are there other trip hazards that need attention?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Is adequate signage used to promote safety in the space?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Are trailing electrical leads/cables prevented wherever possible?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Is lighting bright enough to allow safe access and exit?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Are procedures in place to deal with spillages, eg water, blood from cuts?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Do you have access to a stepstool or stepladder available for use where necessary?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Is furniture in good repair and suitable for the size of the user, whether adult or child?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Is portable equipment stable, eg a TV set on a suitable trolley?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Where window restrictors are fitted to upper-floor windows, are they in good working order?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Have trolleys been provided for moving heavy objects, eg computers?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Computers and similar equipment	When you use computers as part of your job, is your workstation comfortable?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Have pupils been advised about good practice when using computers?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Are electrical switches and plug sockets in good repair?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

Electrical equipment	Are all plugs and cables in good repair?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Has portable electrical equipment, eg laminators, been checked?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Has any damaged electrical equipment been taken out of service or replaced?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Fire and other Emergencies	Where there are entry/exit doors in the classroom, are they: <ul style="list-style-type: none"> • unobstructed • kept unlocked; and • lockable in the event of lockdown? • easy to open from the inside? 	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Is required fire-fighting equipment in place in the classroom?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Are fire evacuation procedures clearly displayed?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Workplace (ventilation and heating)	Does the room have natural ventilation?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Can a reasonable room temperature be maintained during use of the classroom?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
	Are measures in place, for example blinds, to protect from glare and heat from the sun?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Additional Items		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Further Actions Needed		
Name (and position):		Signature:
Location/name of classroom:		
		Date:

HEALTH RESOURCES IN THE REGION

Zhuhai



We are able to recommend other hospitals, clinics, dentists in the city and region – speak with the Student and Staff Services Director by calling the School Office or by email at zis@zischina.com

Hong Kong

The Samaritans
2896 0000

“Find a Doctor”
hkdoctors.org



US Consulate Medical Assistance
<https://hk.usconsulate.gov/u-s-citizen-services/doctors/>

ReSource Counselling
<http://resourcecounselling.org>

Macau

Life Hope Hotline
2852 5777

Medical Report Form

Date: dd / mm / yyyy		Time:																			
Name:		Class:																			
Incident Location:																					
Details of Event:																					
<table border="1"> <tr><td>Bump / Bruise</td><td>[]</td></tr> <tr><td>Vomiting / Nausea</td><td>[]</td></tr> <tr><td>Nosebleed</td><td>[]</td></tr> <tr><td>Headache</td><td>[]</td></tr> <tr><td>Head Injury</td><td>[]</td></tr> <tr><td>Cut / Graze</td><td>[]</td></tr> <tr><td>Asthma</td><td>[]</td></tr> <tr><td>EPI Pen</td><td>[]</td></tr> <tr><td>Other:</td><td></td></tr> </table>		Bump / Bruise	[]	Vomiting / Nausea	[]	Nosebleed	[]	Headache	[]	Head Injury	[]	Cut / Graze	[]	Asthma	[]	EPI Pen	[]	Other:		<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>FRONT</p>  </div> <div style="text-align: center;"> <p>BACK</p>  </div> </div>	
Bump / Bruise	[]																				
Vomiting / Nausea	[]																				
Nosebleed	[]																				
Headache	[]																				
Head Injury	[]																				
Cut / Graze	[]																				
Asthma	[]																				
EPI Pen	[]																				
Other:																					
Following First Aid the child was well enough to remain at school.		[]																			
Child was scheduled to be collected from school.		[]																			
The school is of the opinion that your child should consult a doctor.		[]																			
Treatment administered:																					
Nurse/First Aider:		Parent/Carer Contacted YES [] NO []																			
		Name:																			
Teacher:		Student Collected by:																			
Form Completed by:		Signature:																			
		Date:																			

ACCIDENT / INCIDENT / NEAR-MISS REPORT FORM

Section A: General Information		
Last Name		First Name
Staff [] Student [] Visitor []		
Section / Year Group		Position
Section B: Description of the Event		
When	Date of Event (dd/mm/yyyy)	Time of Event
	Date Reported	Time Reported
Where	Location of Event (Lab, office, stairs, etc)	Floor & Room
What happened? (Description of the event and how it occurred)		
Were you injured? (Description of injury, including parts of the body affected)		
What factors contributed to the event?		
How could the event have been avoided?		
Was First Aid administered? YES [] NO [] If yes, by whom?		
Signature:		Date:

*Submit form to the School Office, the Head of School, or by email to zis@zischina.com
If form is completed by someone other than the injured party, please fill out the following lines.*

Form Completed by		Telephone Number
Signature:		Date:

Section C: Details of Injury and Treatment

Attach copy of the completed Medical Form if available.

Section D: General Information (Line Manager)

Line Manager's Last Name Line Manager's First Name

Section Position

If there was a delay in reporting this event, list reason(s):

Material Damage? YES [] NO [] Approximate Value?

Other Notes:

Section E: Preventative Measures (Line Manager)

Cause of event – Root Causes (e.g., unsafe equipment, lack of training, lack of supervision etc.)

What corrective actions are being taken to prevent a recurrence?

Have person(s) involved received training or instruction in the work or activity being carried out? (if applicable) YES [] NO []

Have you or another manager supervised the work of activity being carried out? YES [] NO []

Comments (Additional Information on event)

Line Manager's Signature Date

Reviewed by Head of School – Name: Date

Distribution: [] Vice Principal - Safety

Follow Up: [] Head(s) of Section [] Logistics Manager [] H & S Committee [] Other: