



ZHUHAI
International School

Zhuhai International School Health and Safety Policy

Period of Review: Reviewed bi-annually

Reviewed by: Head of School and School Board

Last Review: October 2024

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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. It 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:



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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.

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

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 recognize 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



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- 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 workplace 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 including students and visitors are expected to:



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- 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.

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



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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~~



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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



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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.

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:



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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

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.

Medical Procedures: Students

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.



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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.

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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.



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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.



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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 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 coloured differently each year with the academic year in clear sight. Departing families are required to return cards through the checkout 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.



[List of bibliographic references]

Appendices

1. ZIS Annual Health and Safety Inspection Checklist
2. Health and Safety Checklist for Classrooms
3. Health Resources in the Region
4. Medical Report Form
5. Accident / Incident / Near-Miss Report Form

Appendices

Appendix 1: ZIS Annual Health and Safety Inspection Checklist

Zhuhai International School

Monthly Health & Safety Inspection Checklist

Sectors inspected: _____

Date of Inspection: _____

Inspectors: _____

Sector 1 **First Floor**

Areas: Entrances, Parent Room, Offices, Cafeteria, Staff Lounge, Foyer, Stage, Supply Rooms, Toilets, Stairways, exclusions: Kitchen inspected monthly by Health Department.

Instructions: Check each area, note any safety concerns (reason), and record the date when issues are resolved. A clear description of the concern will inform improved solutions.

Area or Room number	Concerns	Date Resolved	Follow up Required
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Entrance area and Coffee Station			
Adult toilets # 104 & 105			
Cafeteria #101			
Staff Lounge #103			
Stairway and entrance next to lounge			
Parent Lounge #100			
#101 Canteen			
#102 Staff Lounge			
Admissions #106			
HoS Office #107			
Foyer & Entrances			
Stage & Storage Room			
IT Office			
Office hallway and handwash station			
Student Services Office #108			
Finance Office #109			



Office #110			
Uniforms Office #111			
Men's Toilets #112			
Ready Room #113			
Women's Toilets #114			
Black Box Theatre #115			
School Office #116			
Stairway & Entrance			

Sector 2
Second Floor

Classrooms, Library, Offices, Workspaces, Corridors, Toilets, Stairways

Instructions: Check each area, note any safety concerns (reason), and record the date when issues are resolved. A clear description of the concern will inform improved solutions.

Area	Concerns	Date Resolved	Follow up Required
st			
201			
202 & 204 & Offic Library			
203			
205 office			
206 toilet			



208 toilet			
209			
Middle stairway			
210 cleaning			
Foyer stairs			
corridor			
213			
212			
215 toilet			
216 toilet			
217 music			

Sector 3
Third Floor

Classrooms, Library, Offices, Workspaces, Corridors, Toilets, Stairways

Instructions: Check each area, note any safety concerns (reason), and record the date when issues are resolved. A clear description of the concern will inform improved solutions.

Area	Concerns	Date Resolved	Follow up Required
stairway			
300			
303			
301 office			
302			
304			
302b			
306 workroom			
305			
307 toilets			
308 toilets			
309			



Middle stairs			
310			
Foyer stairs			
311			
312			
313			
314			
stairs			
315			
317			
316			
318 toilets			
319 music			
320 recording room			

Sector 4
Fourth Floor

Classrooms, Library, Offices, Workspaces, Corridors, Toilets, Stairways

Instructions: Check each area, note any safety concerns (reason), and record the date when issues are resolved. A clear description of the concern will inform improved solutions.

Area	Concerns	Date Resolved	Follow up Required
Stairway			
DP C			
403			



Book Room			
405			
404			
406			
408			
407			
407b			
409			
Middle stairs			
410			
411a			
Principal's Office			
412			
413			
414			
415			
stairway			
417			
416			
419			
Workshop			

Sector 5
Fifth Floor Boarding Facilities

Classrooms, Library, Offices, Workspaces, Corridors, Toilets, Stairways

Instructions: Check each area, note any safety concerns (reason), and record the date when issues are resolved. A clear description of the concern will inform improved solutions.

Area	Concerns	Date Resolved	Follow up Required



Sector 6
Sixth Floor Storage Facilities

Classrooms, Library, Offices, Workspaces, Corridors, Toilets, Stairways

Instructions: Check each area, note any safety concerns (reason), and record the date when issues are resolved. A clear description of the concern will inform improved solutions.

Area	Concerns	Date Resolved	Follow up Required

Sector 7

Annex

Areas: Early Learning, Physical & Health Education, Nurses Quarters

Instructions: Check each area, note any safety concerns, and record the date when issues are resolved. A clear description of the concern will inform improved solutions.

Area	Concerns	Date Resolved	Follow up Required



Early Years Entrance & Corridor			
PK Sleeping & Quiet Room			
PK toilets			
PK & K Playground			
PK Room			
KG			
KG toilets			
Storage room			
Grade 1			
Activity Room			
PE Storage			
PE classroom 1			
PE classroom 2			
PE Office			
Nurses Station			
Inner Playground			

Sector 8
Playground Equipment and Sports Facilities

Areas: Playground, Sports Facilities, Gym

Instructions: Check each area, note any safety concerns, and record the date when issues are resolved. A clear description of the concern will inform improved solutions.

Area	Concerns	Date Resolved	Follow up Required



Sector 9.
Outdoor Areas

Parking Lot, Security Area and Entrance, Walkways, Gardens, Perimeter, Storage Spaces, Building Exterior, Steps

Instructions: Check each area, note any safety concerns, and record the date when issues are resolved. A clear description of the concern will inform improved solutions.

Area	Concerns	Date Resolved	Follow up Required

Additional Notes:



Appendix 2: Health and Safety Checklist for Classrooms

Name: Location: Date:

Guiding Questions: Yes, No, or NA

Movement around the classroom

Question	Answer
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

Question	Answer
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? Y N
 NA
- Have trolleys been provided for moving heavy objects, eg computers? Y N
 NA

Computers and similar equipment

- | Question | Answer |
|--|--|
| 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

- | Question | Answer |
|---|--|
| 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

- | Question | Answer |
|--|--|
| Where there are entry/exit doors in the classroom, are they: unobstructed, kept unlocked, lockable in the event of lockdown, and 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)

Question	Answer
----------	--------



Does the room have natural ventilation?

Y N
NA

Can a reasonable room temperature be maintained during use of the classroom?

Y N
NA

Are measures in place, for example blinds, to protect from glare and heat from the sun?

Y N
NA

Additional Items

Question	Answer
[Insert additional item]	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
[Insert additional item]	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
[Insert additional item]	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA

Further Actions Needed

[Space for notes on further actions]

Name (and position): Signature: Date:

Location/name of classroom:

Appendix 3: 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





ZHUHAI
International School
Primary Hospital

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

Appendix 4: Medical Report Form

Medical Report Form

Date: dd / mm / yy	Time:	
Name:		Class:
Incident Location:		
Details of Event:		
Bump / Bruise	[]	<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>
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:

Appendix 5: Accident / Incident / Near-Miss Report Form

Section A: General Information

Field	Information
Last Name	
First Name	
Staff <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/>	
Section / Year Group	
Position	

Section B: Description of the Event

Field	Information
Date of Event (dd/mm/yyyy)	
Time of Event	
Date Reported	
Time Reported	
Location of Event (Lab, office, stairs, etc)	
Floor & Room	

What happened? (Description of the event and how it occurred)

[Space for description]



ZHUHAI

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Were you injured? (Description of injury, including parts of the body affected)

[Space for description]

What factors contributed to the event?

[Space for factors]

How could the event have been avoided?

[Space for prevention]

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.

[Space for additional injury and treatment details]

Section D: General Information (Line Manager)

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 Approximate Value?
[] NO []	



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: