



**Bishkek
International
School**

Health and Safety Policy

Reviewed by the Management Board: August 2016
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Approved by the Governing Board: 26 August 2016

Preface

Policies, Handbooks and Regulations

This policy is one of several policies, procedures and related documents that guide operations at ESCA – Bishkek International School (BIS). The full list of relevant documents, prepared by the Management Board and approved by the Governing Board, comprises:

Policies:

1. Vision, Mission and Development Policy (*revision approved by Governing Board 26 Aug 2016*);
2. Admissions Policy (*revision approved by Governing Board 26 Aug 2016*);
3. Special Educational Needs Policy (*revision approved by Governing Board 26 Aug 2016*);
4. Language Policy (*revision approved by Governing Board 26 Aug 2016*);
5. Academic Honesty Policy (*revision approved by Governing Board 26 Aug 2016*);
6. Assessment Policy (*revision approved by Governing Board 26 Aug 2016*);
7. Health & Safety Policy (*revision approved by Governing Board 26 Aug 2016*);
8. Child Protection Policy (*revision approved by Governing Board 26 Aug 2016*);
9. Educational Visits Policy (*revision approved by Governing Board 26 Aug 2016*);
10. Ethics Policy (*revision approved by Governing Board 26 Aug 2016*);
11. Accounting Policy (*approved by Governing Board 16 April 2014*);

Handbooks:

1. Staff Handbook (*revision approved by Governing Board 26 Aug 2016*);
2. Parents & Guardian Handbook (*revision approved by Governing Board 26 Aug 2016*);
3. Student Handbook (*revision approved by Governing Board 26 Aug 2016*).

All Governing Board members and all staff must be aware of each of these documents and their contents. All policy documents and handbooks are available to students and parents/guardians via the BIS website or provided in PDF form to parents/guardians on request.

All policy documents and handbooks are reviewed and revised by the Management Board every year, normally in April/May for approval by the Governing Board in June for the following academic year. All students, parents and staff are invited to send comments and suggest any changes to the Management Board at any time before the end of April each year for consideration for policies/handbooks for the next academic year.

Overall Governance of BIS is guided by the legal Charter of the Public Foundation 'BIS - Bishkek International School' and various internal regulations. These are:

1. Legal Charter of BIS-Bishkek International School (*first registered in the Ministry of Justice December 1st, 2010. Revised and re-registered in April 22nd 2015 and February 16th 2016*)
2. Regulations of the Governing Board (*approved by the Governing Board, October 31st, 2013*);
3. Regulations of the Parents Association (*approved by the Founders, March 7th, 2011*);
4. Regulations of the Advisory Council (*approved by the Founders, March 7th, 2011*);

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1 HEALTH AND SAFETY POLICY STATEMENT

ESCA – Bishkek International School (BIS) recognizes and accepts that all of its employees, students and visitors to the school are entitled to a safe and healthy environment.

The Chair of the Management Board, the Head of Administration, and the Health and Safety Officer will undertake all appropriate steps to meet the statutory requirements and recognized codes of practice in establishing a safe and healthy school environment.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The school's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

2 HEALTH AND SAFETY TRAINING FOR STAFF AND STUDENTS

All BIS staff must read and understand this Health and Safety Policy and implement it throughout their work. At the beginning of each new school year all staff will update their knowledge of first aid and a short first aid course will be presented to new teachers. Staff in Preschool receives special training on first aid for very young children. Where possible, new staff arriving after the start of the school year will have first aid training when this can be made available at the earliest convenience.

All staff will receive:

- Health and Safety training induction from their line manager, covering this Health & Safety policy and any procedures relating to individual staff work areas.
- Refresher training course on Health & Safety organized by the Health & Safety Officer, at least once every 12 months.
- Specific instruction from their line manager (or other appropriate person) for any new tasks, if this training has not been provided earlier.

In all cases the training will be adequate such that, following training; staff will be competent to carry out the tasks for which they have been engaged.

Where appropriate on the school timetable, Form teachers will engage and instruct students on appropriate issues relating to Personal, Health and Social education (PHSCE). The aim of PHSCE is to enable students to apply personal and social skills to a range of life contexts. Skills in risk assessment in an effort to prevent accidents are transferable to other issues. Depending on the age group, PHSE will look at issues in relation to self, peers, community and in an international context. The Head of Education will provide a course outline for PHSCE at the various levels of education at BIS.

Other occasions where students address health and safety instruction are the school assemblies which provide opportunity to heighten student awareness and knowledge of school rules to support a healthy and safe school environment. Any safety issues that concern students will be presented in a timely manner.

For students doing practical subjects, there is a code of safety practice which students must know in order to do these subjects. Safety check-lists for specific situations are presented in Annexes to this policy document.

3 HEALTH AND SAFETY RESPONSIBILITIES

The Governing Board ensures that appropriate safety measures are in place and that training needs have been addressed in terms of school policy.

A Health & Safety Officer (HSO) is appointed by the Management Board. The HSO is normally the BIS Facilities & Logistics Manager, but may be another member of staff, as approved by the Management Board.

The Chair of Management Board ensures that if the Health & Safety Officer's role and responsibilities are designated to another member of staff, that member of staff is appropriately experienced and suitably trained to undertake the role.

Responsibilities in red italics are shared responsibilities of the Chair of Management Board, Head of Administration, and the Health & Safety Officer.

3.1 CHAIR OF MANAGEMENT BOARD

The Chair of Management Board will:

- *Ensure safe working practices and conditions for all staff, students and visitors;*
- *Ensure that an effective Health and Safety Policy is approved and implemented;*
- *Regularly appraise the effectiveness of the Policy and make any necessary changes for approval of the Management Board and Governing Board;*
- Ensure adequate staff, funds and material are provided to implement the Policy;
- Ensure that all Management Board members implement the Health and Safety Policy;
- Ensure that responsibilities are properly assigned and accepted;
- *Complete a health and safety inventory of all areas of the school every 6 months together with the Head of Administration and Health & Safety Officer;*
- *Review the Health and Safety Committee's reports and take action where appropriate.*

3.2 HEAD OF ADMINISTRATION

The Head of Administration will:

- *Ensure safe working practices and conditions for all staff, students and visitors;*
- *Ensure that an effective Health and Safety Policy is approved and implemented;*
- *Regularly appraise the effectiveness of the Policy and make any necessary changes for approval of the Management Board and Governing Board;*
- *Complete a health and safety inventory of all areas of the school every 6 months together with the Chair of Management Board and Health & Safety Officer;*
- *Review the Health and Safety Committee's reports and take action where appropriate.*

3.3 HEALTH & SAFETY OFFICER

The BIS Health and Safety Officer will:

- *Ensure safe working practices and conditions for all staff, students and visitors;*
- *Ensure that an effective Health and Safety Policy is approved and implemented;*
- *Regularly appraise the effectiveness of the Policy and make any necessary changes for approval of the Management Board and Governing Board;*
- *Complete a health and safety inventory of all areas of the school every 6 months together with the Head of Administration and the Chair of Management Board*
- Act as Secretary of the Health and Safety Committee and ensure that decisions are implemented
- Ensure that the Health and Safety Policy is compliant with legislation;
- Ensure that all staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them;

- Ensure that all staff has adequate training for the tasks that they are required to perform;
- Prepare safe methods and written procedures for operations under their control;
- Ensure that staff working under their control have adequate training, have read and understood the relevant Health and Safety documents and received training where appropriate;
- Ensure that staff working under their control wears appropriate Personal Protective Equipment, and that instruction, information and training for its use is satisfactory.
- Inspect all new plant, buildings and equipment for potential hazards as necessary;
- Ensure that all equipment is safe before it is issued by any person, and that appropriate protective equipment is used;
- Ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept;
- Ensure that any piece of plant or equipment found to be defective is immobilized until repaired;
- Ensure that any hazardous conditions or situations are made safe immediately and action taken to prevent recurrence;
- Ensure that guards and safety devices are fitted to equipment, as appropriate, at all times;
- Ensure that equipment of a potentially hazardous nature is not left unattended.

3.4 ALL STAFF

All Staff will:

- Fully familiarize themselves with the Health and Safety Policy and Procedures and with First Aid; Fire; Earthquake and Emergency situation procedures;
- Observe Health and Safety Rules at all times;
- Endeavor to ensure the Health, Safety and Welfare for all persons within their control;
- Prepare safe methods and written procedures for operations under their control;
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks;
- Ensure that safe methods and procedures are followed at all times;
- Ensure that working areas are kept clean and safe;
- Ensure that all classroom/work areas are safe before they are used by any person;
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- Ensure that all equipment is safe before it is used by any person;
- Ensure that protective equipment is used where appropriate;
- Report any defects in the premises, school, equipment and facilities that they observe;
- Ensure that any hazardous or dangerous conditions or situations are reported to the Health & Safety Officer or Facilities and Logistics Manager without delay.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled;

3.5 ALL PERSONS ON SITE

All persons on site will:

- Observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy;
- Not work on the premises until the relevant rules are read, understood and accepted.
- Not work on the premises until covered by liability insurance against risk.

3.6 HEALTH AND SAFETY COMMITTEE

The BIS Health and Safety Committee will meet on a routine basis or as judged necessary by the Chair of Management Board or Health & Safety Officer to:

- Promote health and safety throughout the School.
- Receive reports on the effectiveness of the implementation of the Health and Safety Policy.
- Consider and introduce additional Safety Rules that may be required from time to time.
- Consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence.
- To carry out any inspection of the School that may be required.
- To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School.
- To investigate any special hazards and to recommend action to be taken.
- To consider any communication received from the Governing Board and recommend action to be taken as appropriate.
- To organize a Health and Safety inventory when required.

3.7 CONSULTATION WITH EMPLOYEES

The School consults its employees for:

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- The planning of Health and Safety training.
- The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School makes use of the Health & Safety Committee where appropriate.

4 FIRST AID AND REPORTING PROCEDURES

4.1 MEDICINE CONTROL

First Aid and Medicines are under the direct control of the school Doctor. First Aid Boxes are checked and refilled weekly by the school Doctor. Any special medicines for individual students are kept in a locked cabinet and administered as directed. The Doctor is responsible to keep all required medicines in stock, with correct storage and date of expiry.

The Doctor maintains a Medicines Book to record what has been given to whom.

4.2 ILLNESS OR INJURY OF STAFF OR STUDENTS

Specific instructions for medical incident and accident action and reporting are given in Annex 1 to this policy.

Minor scrapes and bruises (where it is needed to put ice, clean a cut or to put a plaster) can be treated by the duty teacher or a class teacher. If a student fell and you suspect fracture of a bone, it is recommended not to move the child, but send somebody to call the Doctor.

For anything except minor scrapes and bruises, the Doctor's help should be sought. The Doctor will assess

the situation and administer first aid as required. When the Doctor is off-site for any reason, another member of staff with certified First Aid Training must be designated as the responsible person for the period of the Doctor's absence.

If necessary, the Doctor will work with the Chair of Management Board and/or the Health & Safety Officer and/or the Head of Administration to arrange for the patient to either receive emergency medical treatment on site or transport to hospital or to take them home. Parents must be contacted if a student is being taken to hospital or attended by emergency services. Parents' contacts are kept in the reception and in administration. Any special instructions for students that have been notified in writing to the school, e.g. also notifying an employer of one of the parents/guardians, will also be followed by the Doctor and by the Health & Safety Officer.

If an employee is unwell, they should report to the Head of Administration and/or Chair of Management Board before leaving school. If sick leave is required this must be reported to the Head of Administration and/or Chair of Management Board. Staff who are off work for 2 days or more need to obtain a note(s) from a doctor to give to the Health & Safety Officer on their return to work, or delivered by a third party in the event of a longer period of illness.

4.3 REPORTING PROCEDURES FOR INCIDENTS & NEAR MISSES

If any incident causes injury or illness a Medical Incident Report Form will be completed by the person dealing with the injury or illness and passed to the Doctor who maintains the central record. The standard report form is given in Annex 1. The Health & Safety Officer will review this central record once a week.

The report in the Medical Incident Record must include:

- the date, time and place of incident;
- the name and class of the injured or ill child;
- details of the injury/illness and what first aid was given;
- what happened to the student immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the staff member dealing with the incident.

The information in the Medical Incident Record can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be helpful when reporting to the parents;
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

Where the incident involves a student and is significant, the Medical Incident Report Form should be sent home with the student on the day of the incident, or if the injury is to the eyes, a head injury or any injury that is bleeding, notification should be by telephone to the parent/guardian within one hour of the incident. This is compulsory for Preschool and Primary 1 and Primary 2 students. It is discretionary for older students if the incident is minor and can be explained by the student themselves.

If any of the following incidents occur, the Chair of Management Board, Head of Administration and Health & Safety Officer must be notified immediately by any means:

- Fatal injury to staff, students or any other person in an accident on site or off site during school activities.
- Major injury to staff, students or any other person in an accident on the premises
- Any serious potential incident or 'near-miss' that could have led to major or fatal injury.

A standard incident form to report 'near misses' is given in Annex 1. In case of fatality or major injury, the Chair of the Management Board must notify the Governing Board within 3 hours. In case of a serious potential incident covered by the preceding section; or any other accident or injury that results in staff or student being absent or unable to do their normal work for more than 3 days, the Chair of the Management Board must notify the Governing Board within 10 days of the incident

5 GENERAL HEALTH & SAFETY PROCEDURES

5.1 RISK ASSESSMENT

Central to the provision of a health and safety policy is the effective and regular place of Risk assessment. Risk assessment is carried out regularly to ensure that there is an ongoing high regard for the protection and safety of the occupants of the school. Risk Assessments will normally be conducted by the Health & Safety Officer or as specified below.

Classroom facilities

A form is provided to each Form teacher so that specific observations of the classroom conditions, facilities and structures are inspected.

Teachers should inspect the facilities of the classroom and make a record of risks posed to the students. This should be done on a regular basis by the teacher and a formally reported risk assessment record carried out at the beginning of each school year.

The Health & Safety Officer should evaluate the assessments made by teachers and take action to reduce the risks with appropriate action such as undertaking repairs to reduce the risks.

Earthquake Risk assessment

The Health & Safety Officer undertakes a risk assessment to identify the potential hazards should an earthquake occur. This will help to identify potential blockage of exit routes and dangers both inside and outside the building. Assessed risks are documented on a standard form.

Fire Risk assessment

The Health & Safety Officer must be aware of the risks presented by a fire in all areas of the school. This would involve inspecting equipment and materials to identify the hazards presented to users of the building. Assessed risks are documented on a standard form.

Security risk assessment

There is always the potential for weakness and breach of security that may add risks to the safety of school occupants. As well as regular observations of the implementation of the security policy an assessment of the security risks should be documented to provide safer protection.

Potentially hazardous work activities

Assessment will establish the following:

- Hazards associated with a particular activity.
- Potential Frequency and Severity of an accident.
- Control Measures to be employed to minimize the risk of an accident occurring
- Any Further Action to be taken to adequately control the hazard.

5.2 HEALTH PROTECTION FOR STUDENTS

The overall approach to health protection for students, including provision of a vaccination service to assist parents, is given in Annex 8 to this Policy.

5.3 DEVELOPMENT OF SAFE SYSTEMS

Safe systems are prepared by the responsible person for the specific departments/areas and given to the Health & Safety Officer for approval by the Health & Safety Committee. The aim of these systems is to minimize the risk of accident or injury to both students and staff when working in their particular department/area.

The systems take into account the following principles as far as reasonably practicable:

- The layout of the work and the use of the working areas will allow safe access to and exit from the areas involved.
- Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
- Where appropriate, details of the correct sequence of operations involved and identification of safe procedures, both routine and emergency.

Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials or activities for the following key areas are given in Annexes 9 to 13

School Grounds	Use of hazardous machinery and liquids
Science Laboratory	Science Laboratory Safety Instructions
Art department	Use of cutting and spraying equipment
PE & Dance	Safe use of equipment and exercises
Engineering Design	Use of machinery
School Events	Use of electrical devices and stages

5.4 MONITORING THE HEALTH & SAFETY POLICY

The Health and Safety Policy will be monitored on an on-going basis by the Chair of Management Board, the Health & Safety Officer and Head of Administration. Checks will be made each term with an inspection being made of all areas of the school followed by a report.

There will be a full review every six months to establish whether any major changes or additions need to be made to ensure that the policy document is fully up to date and correctly reflects the activities.

6 SPECIFIC HEALTH & SAFETY PROCEDURES

6.1 CLEAN WORK AREAS

All staff are responsible for keeping their work areas tidy and safe for work.

Cleaning staff work full time during week days to clean on a daily basis:

- Classrooms
- Bathrooms
- Toilets
- Changing Rooms
- General Areas

During the holiday periods, deep cleaning of all areas is carried out on a rotation basis.

The Pre-school area is to be cleaned regularly according to the following table:

Time	Action	Necessary equipment	Responsible
Weekly	Clean students' lockers (<i>teachers take everything from the lockers and put it back after cleaning staff clean it</i>)	Detergent, cleaning agent Sanifort, duster, bucket	Teachers and cleaning staff
	Wash toys	Detergent, cleaning agent Sanifort, bucket	Teachers
Monthly	Wash bed and cushion covers	Washing powder	Teachers
Every semester	Wash mattress covers	Washing powder	Teachers
	Clean carpets	Cleaning agent for carpets	Cleaning staff

6.2 FIRE RISKS

BIS has minimized the possibility of fire and its effects by taking the following measures:

- Construction of buildings is in line with current fire control practice. Electrical equipment and wiring is tested and checked regularly.
- Fire control measures are up to current standards and are checked regularly.
- Emergency escape signage is fitted in buildings as required.
- Fire extinguishers are sited as appropriate and maintained annually.
- Fire exit routes are kept clear at all times and signed appropriately.
- Emergency evacuation plans are in place.
- Supervision and monitoring of visitors, including contractors is carried out.
- Fire evacuation drills are carried out each term.
- In addition to the above, a Fire Risk Assessment, is in place and is reviewed annually.

Records of staff training and evacuation drills are kept by the Health & Safety Officer in the Health & Safety Records. These Records are always available for inspection by the Management Board and Governing Board, on request.

6.3 FIRE PROCEDURES

The Facilities & Logistics Manager is the School's Fire Officer (SFO). The SFO is responsible for:

- fire evacuation plans and test drills;
- fire awareness training for all members of staff;
- conducting, recording and updating Fire Risk Assessments for the whole site;
- the effectiveness and efficiency of BIS's firefighting equipment and signage;
- annual servicing of all firefighting equipment, principally fire extinguishers.

The Fire Evacuation procedure is given in Annex 2 to this Policy

6.4 EARTHQUAKE SAFETY & EVACUATION

The potential threat of an earthquake poses a Health and Safety Hazard which is unlike the evacuation presented by a fire.

The response to an earthquake and evacuation routes take account of the structure and layout of the building. It is not always safe to go outside due to hazards associated with the building and materials outside.

Prior to the evacuation in case of an earthquake a reasonable assessment should be made of the safety of exit routes and the emergency assembly area.

Earthquake emergency evacuation practice takes place once per term. Alternative routes will be available and tested.

Records of staff training and evacuation drills are kept by the Health & Safety Officer in the Health & Safety Records. These Records are always available for inspection by the Management Board and Governing Board, on request.

The Earthquake Evacuation Procedure is given in Annex 3 to this Policy.

6.5 EMERGENCY RESPONSE PROCEDURES

Emergencies can arise from a number of causes such as intruders, revolutions, and bomb threats. The priority in any emergency situation is the safety of students, staff and visitors with minimum disruption and risk to the school. Emergency scenarios have been considered and an Emergency Response Plan is maintained by the Management Board. Response Procedures are not copied in this publically available Health and Safety Policy but are held separately by the Management Board, after approval by the Governing Board, and an Emergency Response Guide is provided to all key staff.

6.6 SNOW & ICE CLEARANCE

During winter there is the risk of personal injury as a result of slipping or falling on ice or snow. The means of access and exit from BIS are maintained in a condition that is safe and without risk to students, employees and visitors. Maintenance of footways may mean the use of gritting, snow clearing and the closure of a route where necessary.

Where the winter accumulations of snow or ice on the roof of building presents a risk to people walking below, the snow or ice is removed at time suitable to reduce risks. This is especially important towards the spring when ice and snow are melting.

The Facilities & Logistics Manager must ensure that facilities staff starts work early on some occasions to ensure the safety of others using the premises.

6.7 PLAYGROUND SAFETY

Staff has a duty roster to ensure that adequate supervision is available at all times. Staff ensures that students have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

If the Duty Staff identify an area of the School grounds that has become unsafe, they designate it *Out of Bounds*, report it and ensure that it is not used until it is declared safe, following remedial work.

Supervision for the Preschool is greater and reflects the need for a higher ratio of teaching staff to students, taking into account the age of the students in the Preschool.

Play equipment in the playground must only be used by students of an appropriate age and stature

appropriate for each item of equipment.

Students and supervising teachers are familiar with safe use of each item of equipment.

6.8 EXTRA CURRICULAR/SPORT IN GENERAL

BIS has a wide range of Extra-Curricular Activities organized and coordinated by the ECA Coordinator, taking account of the requirements of students of all ages and abilities.

Students are encouraged to take part in extra-curricular activities. Those students registered for activities who do not want to take part on a particular day need to bring a note to school and hand it to their form teacher stating a reason why they should not participate in extracurricular activities. The only exception to this will be in situations where injury or illness has occurred during the day where a teacher or school Doctor (if present) has been involved and will confirm that the student is unfit.

The School employs external providers for some extracurricular activities on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

Risk Assessment for off-site activities is covered by the 'Educational Visits Policy'. On-site Extra-Curricular Activities must also complete this risk assessment form for approval by the ECA Coordinator before the ECA is approved.

6.9 OFF SITE ACTIVITIES (EDUCATIONAL VISITS)

Every effort is made to ensure that where students are engaged in extracurricular activities at external venues the health and safety provision at the venue is adequate to ensure the safety of our students.

A member of the Health and Safety Committee will visit the venue before the extracurricular commences to ascertain that the facilities and supervision at the venue is adequate and suitably qualified for the activity.

Duty staff supervising students at an external venue must always ensure that an adequate first aid box is available on site to attend to minor injuries that may occur.

The School has a separate Educational Visits Policy which must be read, understood, and followed by all staff involved in these activities.

6.10 VEHICLE TRANSPORT FOR STUDENTS

Vehicles are contracted for extracurricular activities, excursions etc. The main procedures to follow are:

Bookings:

1. All users should book vehicles with the school Reception. It is important that timings are included & care taken not to overlap with other bookings.
2. Vehicles are to be left tidy after use. Staff must check that all rubbish is removed at the end of a journey.

Safety:

3. All students must wear seat belts and these should be properly fastened and adjusted before departure.
4. All luggage items of equipment should be stowed securely under seats or in overhead boxes. All gangways and exits must be kept clear.
5. Roof Racks: If the roof rack is used, care should be taken to ensure that it is fitted correctly. Luggage is to be securely covered and secured from back to front and from side to side.

Mobile Phones:

6. All staff leading groups of students on a minibus are to be equipped with a functioning mobile telephone.
7. Under no circumstances are mobile phones to be used by drivers unless the minibus is safely parked.

A checklist for Students, Staff and Drivers is given in Annex 4 to this policy.

Specific instructions for drivers on driving, breakdowns and accidents are given in Annex 5 to this policy.

6.11 SECURITY OF THE SCHOOL SITE

The Facilities & Logistics Manager is responsible for security. Security staff is always on-site, day and night every day of the year. All buildings are locked at night when not in use.

School gates are kept locked, except for morning period of 7.30 to 9.00, pick-up time from 15.00 to 17.45, and for organized events for parents and children. The security guard must watch the pedestrian and vehicle entrance gates when they are unlocked. Anyone requiring access to the site outside this time will need to ring the bell to obtain the attention of the security guard.

Security personnel follow a protocol to ensure the safety of students, staff and visitors to the school during the school hours of 07:30 to 17:45.

School Reception is manned continuously from 07.45 to 17.30. All visitors to the school, including parents, must report to Reception before going elsewhere in the school. Visitors, including parents, will normally be accompanied by a staff member after reporting to Reception.

When the school is used for events outside normal school hours, security will ensure that only BIS staff has access to the school building. Other individuals (students, parents etc.) are only allowed access when accompanied by a responsible member of BIS staff.

Vehicle Access

1. Visitors and contractors should produce identification if requested to do so by the security personnel.
2. Security staff may inspect any vehicle that enters the school premises. Such an inspection will involve looking inside the passenger area of the vehicle and the trunk of the vehicle.
3. Vehicles that enter the site on business must present proof of identification with the security staff and leave this with them while the vehicle remains on the site. The identification is returned before it exits from the site. Refusal to cooperate with the school security staff may result in the prevention of access to the site.

Pedestrian Access

1. The school pedestrian gate is open for student and parental access from 07:45 until 9:00 and 15.00 to 17.45 and for organized events for parents and children. The entrance is always monitored by the school security staff.
2. The school gates are locked between 9:00 and 15.00 and entrance is controlled by the security guard.
3. Any staff, students and parents entering and leaving between 9.00 and 15.00 must sign the register presented to them by the security officer, so that we have a record of who is on-site during the day in case of emergency.

4. Any parents entering between 9.00 and 15.00 should first report to Reception before going elsewhere in the school.
5. All visitors to BIS at any time must sign the register presented to them by the security officer.
6. Visitors to the school should wear a visitor's badge given to them by the security officer on duty after they have signed the visitor's book.
7. The visitor's badge will be collected by the security officer when the visitor signs the visitor's book at the time of exiting the school site.
8. All visitors to the school must report to Reception before going elsewhere in the school. Visitors will normally be accompanied by a staff member after reporting to Reception.

6.12 SECURITY OF STUDENTS ON SITE

Preschool Children arrival, supervision and collection

1. Preschool children must be accompanied by their parent/guardian to the Preschool reception, assisted by parents/guardians with coats and changing to inside shoes, then handed over to one of the Preschool teachers or assistant teachers.
2. All children will be recorded as 'in-school' in the class register each day they arrive in school. Any absences will be investigated.
3. Preschool children must be observed by one of the Preschool teachers or assistant teachers at all times during the school day. Under no circumstances should one of the Preschool children be out of sight of a Preschool teacher or assistant-teacher at any time.
4. Preschool children must be collected from Preschool reception area by their parent/guardian.
5. Each day a designated Preschool teacher and assistant teacher is responsible for handover to parents/guardians and to provide information to parents/guardians about the child's day in Preschool.
6. Children will only be handed over to those parents/guardians who are registered with the school. The Preschool will keep a register of names with photographs of registered parents/guardians to ensure that this policy is always effective.

School Children arrival and collection (Primary 1 and up)

1. Parents/guardians are responsible for safe arrival of students up to the point of passing the pedestrian entrance beside the security cabin between 7.30 and 8.00 am.
2. Any students in Primary 1 to 6 arriving before 8.00 am should go to the designated classroom where there will be teacher supervision until 8.00 am. Secondary students should go directly to their own classroom. From 8.00 to 8.15, students will be registered as 'in-school' in the class register. Any absences will be investigated.
3. No student will be allowed to leave the school grounds by themselves during the school day.
4. If students are collected from school during the school day, the parent/guardian collecting the student must go to Reception. Reception will organize collection of the student from the Reception area, and record the absence in the school register.
5. Students in Primary 1 to 6 must be collected from the school by their parent/guardian or designated driver. The class teacher and co-teacher are jointly responsible for safe handover of children to their parent/guardian or designated driver. When children are in ECA activities before

leaving school, the ECA teacher/supervisor is responsible for safe handover of children to their parent/guardian or designated driver. This rule is waived if parent or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.

6. Primary 1-6 students will only be handed over to those parents/guardians who are registered with the school. The school will keep a register of names with photographs of registered parents/guardians to ensure that this policy is always effective. If a parent/guardian requires the child to be picked up by a different parent/guardian or driver on any day, the parent/guardian of the child must inform the school in advance. This rule is waived if parent or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.
7. Secondary students are themselves responsible for meeting parents/guardians or drivers or finding their own route home. If any of these students are not being met by a parent/guardian or designated driver, the parent/guardian must give advance notice to the school that the student will leave the school by themselves, or they will not be allowed to leave.

6.13 CONTROL OF VEHICLES ON-SITE

Control of vehicles is of paramount importance on the School site.

The following rules must be observed at all times:

- Speed must be kept to a minimum.
- Care to be exercised as there are students around at all times.
- Parking must be in designated areas.
- On any day that school is open for students, school staff must park their own vehicles on a public road at least 100 meters away from the school to avoid blocking roads near the school or the parking area used for student drop-off.
- Cars parked at school should be locked for security reasons and any loss of property is not the responsibility of the school.
- Any vehicle that is parked on school property must have its engine switched off, even if the driver is sitting in the car, to reduce air pollution.
- Any damage to a vehicle or accident on the school property should be reported to the Health & Safety Officer immediately.
- Drivers entering the school must follow instructions given by the school security.

6.14 MACHINERY & PLANT

Maintenance of all equipment is carried out on a regular basis to ensure a safe working environment.

The following Inspections and Checks are conducted:

- All staff must inspect equipment guards and safe condition of equipment before they use it;
- Catering Equipment tested and maintained every 6 months
- Portable Electrical Appliances tested every 12 months
- Fire Extinguishers serviced every 12 months
- Water Systems tested every 3 months

- Gas Appliances serviced every 12 months
- Boiler Plant and Associated Equipment serviced every 12 months
- Maintenance of Grounds Equipment as required.
- Fixed Wiring Installations, checked every 5 years.

Unchecked devices may not be used in the school.

6.15 FOOD SAFETY & FOOD ALLERGIES

School catering is provided by specialist staff employed by BIS, hence the school is responsible to meet all sanitary requirements and comply with all sanitary inspections.

The Hygiene Rules for kitchen staff are given in Annex 7 to this Policy.

The risk to student health as a result of food allergy reactions is reduced by the following actions:

1. The school has a list of students with specific food allergies
2. A list of students with allergies is displayed in the Canteen as a reminder and reference for duty teachers.
3. The canteen chef is made aware of the range of food allergies and asked to provide foods to reduce the risks to students with allergies.
4. Appropriate alternative foods are provided to these students during meal times.
5. Teachers and co-teachers are assigned to specific students with food allergies to ensure careful monitoring as a preventative measure.
6. Form teachers, co-teachers and duty teachers monitor the food presented to and consumed by these students.
7. Parents are asked to highlight the possible risks to their students and communicate with the form teacher if there are any concerns regarding particular items on the menu.
8. The teachers and co-teachers supervising students with allergies are asked to also highlight the risk foods and ensure that risky foods are not consumed.
9. Parents who have children in school with very high risk due to possible anaphylactic shock as a result of food allergy are asked to provide food from home to reduce the risk to their child.

6.16 ANIMAL HANDLING

Students are not encouraged to bring pets or animals into school. If animals are kept in school they must be cared for with adequate water and suitable food provided. Animal housing should be cleaned thoroughly and regularly.

Handling animals:

Mammals should be handled daily if possible (unless breeding or nursing when they should be disturbed as little as possible). In this way they will normally become quite tame and accustomed to being handled.

Gloves should not normally be worn unless it is known that an animal for one reason or another is likely to bite or scratch. In this situation a pair of rubber gloves which does not particularly reduce dexterity, is a sensible precaution.

Handling small animals should always be carried out over a table or trough filled with a soft material such as sand / sawdust, in case the animal falls.

Students with known allergies should be prevented from touching the animals in school.

When handling animals:

- Do not consume food or drink
- Wash your hands with soap and water before and directly after handling animals.
- Keep animals away from the face.
- Cover any open cuts or abrasions on the exposed skin of hands and arms with waterproof adhesive dressings.
- Ensure animals are restrained sufficiently so that they cannot damage themselves or the handler.

6.17 ENVIRONMENTAL CONTROL

Classrooms & General Areas

- Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are designed.
- BIS endeavors to ensure that all areas are in line with the most recent safety requirements.

Science laboratories

- Conditions are monitored closely to ensure that the laboratory does not become contaminated when using substances that may be controlled.
- The science laboratory has local exhaust ventilation (fume cupboard).

6.18 NOISE

The School regards noise as an important issue and takes the following action to minimize noise:

- Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- Where it is not possible or practical to control by noise, hearing protectors will be used.
- Where applicable, noise meters will be used to monitor the noise situation and should action be required, steps will be taken to implement this.
- Noise assessments are made by the Health & Safety Officer, with assistance from others as appropriate.

6.19 HAZARDOUS SUBSTANCES

Where substances are used that are controlled under specific regulations the procedures are as follows:

- Prevention or Control? Ideally prevention by substitution of a non-controlled substance, but if not possible, control.
- Control Measures must be written down, read and understood by all staff involved in the operation, including:
 - Use of the substances, their handling, storage and disposal.
 - Emergency Procedures.
 - Methods of Control.
 - Use of Personal Protective Equipment.
- Monitor the situation to establish that the measures are effective.
- Undertake Health Surveillance where relevant.
- Record all information on the relevant assessment form.

6.20 PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and Personal Protective Equipment (PPE) is the only method of controlling the risk. In these situations BIS will:

- Provide suitable PPE and require staff to wear it and use correctly.
- Ensure PPE is used properly through instruction and training of staff.
- Maintain and provide suitable storage for PPE.
- Replace PPE where lost or damaged.
- Report any loss of equipment or equipment defect.

6.21 MANUAL HANDLING

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

Where there is a possibility of injury being caused by physical handling of materials, the following action will be taken:

- Manual handling activities involving risk will be eliminated or moved by a mechanized process, , so far as reasonably practicable.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible by assistance from other personnel or use of mechanical handling equipment.

6.22 WASTE DISPOSAL

General Waste Disposal

The disposal of normal waste will be carried out in the usual manner by the Local Authority.

Chemical Waste Disposal

Where there is a requirement to dispose of chemicals, due account will be taken and specialist contractors employed.

Food Waste Disposal

Disposal of food waste is carried out by a contractor engaged by the school.

6.23 CONTROL OF CONTRACTORS

BIS exercises control over contractors in the following way:

Identification of Suitable Bidders

The following will be considered:

- Adequacy of Health and Safety Policy.
- Control Structure.
- Safe Systems of Work in Operation.
- Training Standards.

Identification of Hazards in the Specification

The contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special Hazards applicable (e.g.: Asbestos).
- Safe Access to/exit from the site.
- Confined Space Entry.
- Chemical Storage.
- Occupational Health Risks including Noise.

Appointment of Contractor

Based upon the best bid and taking into account all factors, including safety.

Acceptance by Contractor of School's Safety Rules for the Site

A full list of site rules will be passed to the contractor.

Control of Contractor on Site

- Nomination of person to co-ordinate all Health and Safety aspects.
- Pre-commencement meeting to establish Contractor Liaison Person.
- Arrangement of regular progress meetings.
- Regular inspection of Contractor's operations.
- Participation in site Safety Committee - where applicable.
- Provision by Contractor of Written Method Statements in advance, particularly where they apply to special hazards.
- Notification by Contractor of all accidents.

ANNEXES

ANNEX 1: Medical Incident Action and Reporting

Minor scrapes and bruises (where it is needed to put ice, clean a cut or to put a plaster) can be treated by the **duty teacher or a class teacher**. If a student fell and you suspect fracture of a bone, it is recommended not to move the student, but send someone to call the Doctor.

For anything except minor scrapes and bruises, **the Doctor's help should be sought**. The Doctor will assess the situation and administer first aid as required. When the Doctor is off-site for any reason, another member of staff with certified First Aid Training must be designated as the responsible person for the period of the Doctor's absence.

If necessary, the Doctor will work with the Chair of Management Board and/or the Health & Safety Officer and/or the Head of Administration to arrange for the patient to either receive emergency medical treatment on site or transport to hospital or to take them home. Parents must be contacted if a student is being taken to hospital or attended by emergency services. Parents' contacts are kept in the reception and in administration. Any special instructions for students that have been notified in writing to the school, e.g. also notifying an employer of one of the parents/guardians, will also be followed by the Doctor and by the Health & Safety Officer.

If any incident causes injury or illness an Incident Report Form will be completed by the person dealing with the injury or illness and passed to the Doctor who maintains the central record. The standard report form is given on the next page. The Health & Safety Officer will review this central record once a week.

Where the incident involves a student and is significant, the Medical Incident Report Form should be sent home with the student on the day of the incident, or if the injury is to the eyes, a head injury or any injury that is bleeding, notification should be by telephone to the parent/guardian within one hour of the incident. This is compulsory for Preschool and Primary 1 and Primary 2 students. It is discretionary for older students if the incident is minor and can be explained by the student themselves. This is compulsory for Preschool and for Primary 1 and Primary 2 students. It is discretionary for older students if the incident is minor and can be explained by the student themselves.

If any of the following notifiable incidents occur, the Chair of Management Board and Health & Safety Officer and Head of Administration must be notified immediately by any means:

- Fatal injury to staff, students or any other person in an accident on site or off site during school activities.
- Major injury to staff, students or any other person in an accident on the premises
- Any serious potential incident that could have led to major or fatal injury.

In case of fatality or major injury, the Chair of the Management Board must notify the Governing Board within 3 hours. In case of a serious potential incident covered by the preceding section; or any other accident or injury that results in staff or student being absent or unable to do their normal work for more than 3 days, the Chair of the Management Board must notify the Governing Board within 10 days of the incident

INCIDENT REPORT

Student Name:	
Date of Incident:	
Time of Incident:	
Nature of Injury:	
Location of Incident:	
What the student was doing:	
Caregiver response and first aid:	
Name of Caregiver that responded:	
Additional Information:	
Parent contacted?	Yes No
Name of Parent contacted:	
Who contacted parent:	
How parent was contacted:	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other: at pick up time.
Time parent was contacted:	
Other Contacts or Actions:	

Teacher Signature _____

Date: _____

'NEAR MISS' INCIDENT REPORT

This form should be used to report any 'near misses' or potential incidents that may have led to a serious injury or fatality in slightly different circumstances

Date of Incident:	
Time of Incident:	
Location of Incident:	
Describe the incident:	
Describe any action taken to avoid injury or to reduce the risk of the incident :	
Give any recommendations to avoid this kind of incident in future:	
Name of Person making this Report	
Date of Submitting the Report	
Signature of the Person making the Report	
Name of Person receiving Report (normally the Health & Safety Officer):	
Date Report received:	
Action taken:	
Further action planned:	
Signature of Health & Safety Officer (or other person who received the report)	

Report Forms must be recorded by the Health & Safety Officer in the Health & Safety Records and Forms must be kept for at least 3 years.

ANNEX 2: Fire Evacuation Procedure

Evacuation procedures are displayed in all areas of BIS. In the event of an alarm sounding, all staff and students are to assume that there is a genuine emergency. The fire alarm system has a continuous ringing sound and visual display in corridors.

Safe Assembly Area: Grass field.

Evacuation Drill Procedure:

1. The fire alarm system has a continuous ringing sound and visual display in corridors.
2. All staff and students should leave the building immediately by the nearest exit and proceed by the most direct route to the grass field.
3. Teachers and/or Reception take class registers with them to the grass field.
4. Catering staff, Cleaning staff, Grounds and Maintenance staff, and any contractors on site, assemble and count made by Health & Safety Officer
5. Incident Commander to be informed of any missing persons. Follow-up search by staff (in pairs) to be considered if safe to do so.
6. No one may re-enter buildings until all buildings are declared safe by the Incident Commander or fire or police personnel.
7. Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

In the event a fire or smoke from a fire has been detected:

1. Activate the fire alarm.
2. All staff and students should leave the building immediately by the nearest exit and proceed by the most direct route to the grass field. Follow an alternate route if normal route is too dangerous.
3. Teachers and/or Reception take class registers with them to the grass field.
4. Incident Commander checks the cause of alarm and source of the alarm and notifies Fire responders Tel: 101, if required.
5. Teachers take roll after being evacuated.
6. Incident Commander to be informed of any missing persons. Follow-up search by staff (in pairs) to be considered if safe to do so.
7. Incident Commander may move students to the inside relocation centre at BGU if weather is inclement and the building is damaged.
8. No one may re-enter buildings until all buildings are declared safe by the Incident Commander or fire or police personnel.
9. Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

ANNEX 3: Earthquake Evacuation Procedure

- A copy of the Earthquake drill is clearly displayed in each room.

In the event of an earthquake

- DROP, COVER, HOLD drill
- Remain in the safe position for at least one minute or until the shaking stops.
- Teacher or Co-Teacher in a classroom will make an immediate assessment of the exit route to check if it is safe to use.
- Follow normal earthquake evacuation route to the grass field. Follow alternate route if normal route is too dangerous.
- Students should cover their head with their bag to reduce the risk from injury caused by falling debris.
- Classes should exit carefully with the teacher at the front of the line and the co-teacher at the rear of the line.
- During the earthquake emergency evacuation students and teachers should not: SHOUT, RUN, PUSH or TURN BACK.
- Teachers and/or Reception take class registers with them to the grass field.
- If an aftershock occurs during the evacuation the DROP, COVER, HOLD drill should be repeated until the shaking stops. If cover is not available, crouch rather than dropping down to avoid being injured by debris.
- Incident Commander notifies emergency responders Tel: 161
- Teachers take roll call after being evacuated.
- Incident Commander to be informed of any missing persons. Follow-up search by staff (in pairs) to be considered if safe to do so.
- Incident Commander may move students to the inside relocation centre at BGU if weather is inclement and the building is damaged.
- No one may re-enter buildings until all buildings are declared safe by the Incident Commander or fire or police personnel.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

ANNEX 4: Personal Checklist for Safety on School Buses

For Students: *I must:*

1. Line up and wait for the bus in a safe place.
2. Make sure my clothing and backpacks have no loose drawstrings or long straps to get caught in the handrail or the bus door.
3. When the bus approaches, stand at least three steps away from the bus and line up in a safe area,
4. Ask adults for help if I drop something near the bus. (If a student bends down to pick up something, the driver cannot see them and the student may be hit by the bus.)
5. Never walk behind the bus.
6. Only get on and off the bus in a safe area, and never near moving traffic.
7. Board the bus and get off the bus one student at a time.
8. Use the handrails on the bus to avoid falls.
9. Find a seat right away and sit properly on the seat.
10. Keep my arms and head inside the bus.
11. Not place things in the aisle.
12. Always wear a seat belt before the bus starts off and stay belted until the bus stops.
13. Look before stepping off the bus to be sure no cars are passing.
14. Move away from the bus to a safe place when I get off the bus so that the driver can see me.
15. Look both ways before crossing the street make sure traffic is stopped. Keep watching traffic when crossing.

For Teachers: *I must:*

1. Teach students to follow these rules to make school bus transportation safer.
2. Ensure that safety precautions are followed inside and outside the school bus.
3. Pay attention to students as they board and exit buses.
4. Supervise students to make sure that each student is seated properly and wearing a seat belt.
5. Make sure that first aid kit, drinking water and mobile phone are available in the bus.
6. Check if the bus equipped with the fire extinguisher.
7. Make sure that aisle is kept free.
8. Observe if the driver is driving with the right speed. If not, instruct the driver to slow down.
9. Avoid rowdy behavior of students in the bus.
10. Ensure that no windows near students are left open while driving.
11. Ensure the bus uses designated drop off areas.
12. Ensure that one teacher gets off the bus first and guides students to walk to a safe area and another teacher gets off the last, checking that no student or belongings left in the bus.
13. Read and follow the separate instructions in case of driving in convoy, or in case of accidents or breakdowns.

For Drivers: *I must:*

1. Only use a vehicle if I am authorized, insured and licensed to do so
2. Be fit for driving, with no problems caused by fatigue, drugs or alcohol
3. Make sure the vehicle is suitable for the planned journey and safe to use before using it
4. Always wear my seat belt and make sure all occupants wear a seat belt
5. Always follow traffic rules
6. Keep within speed limits and drive appropriately for road conditions
7. Never use hand held phones or radio handset when driving
8. Read and follow the separate instructions in case of driving in convoy, or in case of accidents or breakdowns.

ANNEX 5: Instructions for Driving, Road Accidents and Breakdown

Driving

1. The safety of those on board the vehicle is paramount.
2. Drivers must be fully qualified and trained and adhere strictly to all speed limits.
3. When two or more minibuses are travelling to the same venue, there will be a natural inclination for drivers to try and keep closely together. The danger here is that a convoy of minibuses can often be interpreted as a slow moving road block which may encourage others road users to gamble in their attempts to overtake. Any accident that results from such a miscalculation has a high risk of involving our minibuses too.

Rules for driving in convoy:

- Make sure that all drivers know where they are going.
- Before departure, discuss the route and agree how best to get there.
- Leave enough space between buses (at least 10 vehicle lengths or more) for other road users to overtake the bus safely and with confidence.
- Keep calm if contact is lost with the leading minibus. All drivers should know how to reach the destination independently
- The leading driver has responsibility to keep the convoy intact. If the leading bus has to stop to wait for others to catch up it should only be in a safe place capable of accommodating the complete convoy.

Action in the Event of an Accident:

If any accident occurs involving the minibus (or any trailer drawn by it) on the road, and this involves: personal injury; injury to a domestic animal; damage to another vehicle; or damage to property on or adjacent to the road; the driver must:

1. Stop.
2. Use hazard warning lights and any other safety equipment supplied.
3. Not move injured persons unless they are in immediate danger of further injury from other vehicles or from fire or explosion.
4. If appropriate, call the emergency services immediately.
5. Ensure that the students who are passengers are safe.
6. Give the following to anyone reasonably requiring them:
 - Name.
 - Name & Address of School.
 - Minibus Registration Number.
7. Report the incident to the police as soon as possible and in any case within hours.
8. If there is any doubt that the vehicle is in a roadworthy condition, it should not be driven.
9. A message should be telephoned through to the School at the earliest possible opportunity.

Action in the Event of a vehicle Breakdown:

1. As far as possible ensure the bus is not a hazard to other road users.
2. Ensure that appropriate action is taken to ensure the continued safety of the students.
3. The school should be contacted to agree whatever procedures are appropriate. These will normally include:
 - Ensuring that the students are not left unsupervised at the roadside.
 - As far as possible ensuring that parents are informed in the event of delay

ANNEX 6: SCIENCE LABORATORY SAFETY INSTRUCTIONS

1. Introduction

BIS is fully committed to ensure the safety of students and staff and any other persons who may be at risk from our activities. This laboratory safety guide is a supplement to the main BIS Health & Safety Policy which BIS staff must also read and follow.

A science program at school has certain potential dangers but with careful planning most dangers can be avoided. Safety and the enforcement of safety regulations and laws in the science classroom and laboratory are the responsibility of the Head of Education, teacher and student each assuming his/her share. Safety and health are an integral part of the planning, preparation, and implementation of any science program. It is essential for all involved in the science instruction program to develop a positive approach to a safe and healthful environment in the laboratory.

Section two covers the storage and labelling of chemicals. Section three covers Teacher responsibilities and section four covers Student responsibilities in the science laboratory.

2. Chemical Storage & Labelling

The Head of Education, or the person designated by them in writing, is responsible for all chemical storage and labelling.

Criteria for Storage Area

1. All chemical storage areas must have doors with locks with keys only accessible to authorised staff.
2. All chemical storage areas are off limits to all students.

Organization of the Storage Area

1. Organize chemicals first by COMPATIBILITY, not alphabetic succession
2. Store acids in a separate compartment or separate storage cabinet.
3. Store highly toxic chemicals in a dedicated, lockable cabinet labelled with a highly visible sign.

Forbidden Storage Activities

1. Do not place heavy materials, liquid chemicals, and large containers on high shelves.
2. Do not store chemicals on tops of cabinets.
3. Do not store chemicals on the floor, even temporarily.
4. Do not store items on bench tops except when in use.
5. Do not store chemicals on shelves above eye level.
6. Do not store chemicals with food and drink.
7. Do not store chemicals in personal staff refrigerators, even temporarily.

Labelling Basics

1. No unlabelled substance should be present in the laboratory at any time.
2. Use labels with good adhesive.
3. Use a permanent marker (waterproof and fade resistant) or laser (not inkjet) printer.
4. Print clearly and visibly.
5. Replace damaged, faded or semi-attached labels.
6. Labels should be in both English and in Russian
7. Include necessary handling and hazard information

Labelling Secondary Containers and Prepared Solutions

When one transfers a material from the original manufacturers' container to other vessels, these vessels are referred to as "secondary containers."

Label all containers used for storage with the following:

1. Chemical name
2. Necessary handling and hazard information
3. Concentration or purity

3. Teacher Responsibilities in the Science Lab

Teachers and Co-Teachers should lead by example and wear personal protective equipment; follow and enforce safety rules, procedures, and practices; and demonstrate safety behaviour and promote a culture of safety. They should be proactive in every aspect of laboratory safety, making safety a priority. The following is a checklist for teachers highlighting essential information for working in the science laboratory. This is a general safety checklist and should be periodically re-evaluated for updates.

Guidance & Instruction for Safe Practice

A school laboratory where students experience new activities presents many risks of incident and injury if precautions are not taken. Therefore, it is essential that the students be taught what can go wrong, how to prevent such events from occurring, and what to do in case of an emergency.

Students come from diverse backgrounds and have various levels of preparation. Most of them have no previous hands on training in handling chemicals or equipment. Others may come well prepared to assume personal responsibility for risk assessment and safety planning in their experiments. The ideal time to impress on students minds the need for caution and preparation is before and while they are working in the science laboratory.

Teachers must:

1. Provide safety information and training to the students for every stage of experiment planning and be there to observe, supervise, instruct, and correct during the experimentation.
2. Instil good attitudes and habits by allowing students to observe and select appropriate practices and perform laboratory operations safely.
3. Train students to think through implications and risks of experiments that they observe or conduct in order to learn that safe procedures are part of the way science must be done.

Upkeep of Laboratory and Equipment

Teachers must:

4. Conduct regular inspections of safety and first aid equipment as often as requested by the Health and Safety Committee. Record the inspection date and the inspector's initials on the attached equipment inspection tag.
5. Notify the administration if a hazardous or possibly hazardous condition (e.g., malfunctioning safety equipment or chemical hazard) is identified in the laboratory and follow through on the status.
6. Never use defective equipment.

Recordkeeping:

Teachers must:

1. Keep records of all laboratory incidents.

Safety and Emergency Procedures

Teachers must:

1. Educate students on the location and use of all safety and emergency equipment prior to laboratory activity.
2. Identify safety procedures to follow in the event of an emergency/ accident.

3. Provide students with verbal and/or written safety procedures to follow in the event of an emergency/accident.
4. Know the location of and how to use the cut-off switches and valves for the water and electricity in the laboratory.
5. Know the location of and how to use all safety and emergency equipment
6. Explain in detail to students the consequences of violating safety rules and procedure

Maintenance of Chemicals

Teachers must:

1. Perform regular inventory inspections of chemicals.
2. Do not store food and drink with any chemicals.
3. If possible, keep all chemicals in their original containers.
4. Make sure all chemicals and reagents are labelled.
5. Do not store chemicals on the lab bench or on the floor.
6. Ensure chemicals not in use are stored in a locked facility with limited access.
7. Know the storage, handling, and disposal requirements for each chemical used.

Preparing for Laboratory Activities

Teachers must:

1. Before each activity in the laboratory, weigh the potential risk factors against the educational value.
2. Have an understanding of all the potential hazards of the materials, the process, and the equipment involved in every laboratory activity.
3. Inspect all equipment/apparatus in the laboratory before use.
4. Before starting the experiment, instruct students on all laboratory procedures that will be conducted.
5. Discuss all safety concerns and potential hazards related to the laboratory work that students would be performing before starting the work.

Ensure Appropriate Laboratory Conduct

Teachers must:

1. Be a model for good safety conduct for students to follow.
2. Make sure students are wearing the appropriate personal protective equipment (i.e., chemical splash goggles, laboratory aprons or coats, and gloves).
3. Enforce all safety rules and procedures at all times.
4. Never leave students unsupervised in the laboratory.
5. Never allow unauthorized visitors to enter the laboratory.
6. Never allow students to take chemicals out of the laboratory.
7. Never permit food, beverages, or gum during laboratory work.

4. Student Responsibilities in the Science Lab

Because life threatening injuries can happen in the laboratory, students must follow these rules.

Conduct

Students must:

1. Not engage in practical jokes or boisterous conduct in the laboratory.
2. Never run in the laboratory.
3. Not use personal audio or video equipment in the laboratory.
4. Not perform unauthorized experiments.
5. Not sit on laboratory benches.

General Work Procedure

Students must:

1. Know emergency procedures.
2. Never work in the laboratory without the supervision of a teacher.
3. Always perform the experiments or work precisely as directed by the teacher.
4. Immediately report any spills, accidents, or injuries to a teacher.
5. Never leave experiments while in progress.
6. Be careful when handling hot glassware and apparatus in the laboratory. Hot glassware looks just like cold glassware.
7. Not leave lit burners or hot plates unattended.
8. Turn off all heating apparatus and water faucets when not in use.
9. Not remove any equipment or chemicals from the laboratory without permission
10. Store coats, bags, and other personal items in designated areas, not on the bench tops or in the aisle ways.
11. Notify your teacher of any sensitivity that you may have to particular chemicals if known.
12. Keep the floor clear of all objects (e.g., ice, small objects, spilled liquids).

Housekeeping:

Students must:

1. Keep work area neat and free of any unnecessary objects.
2. Thoroughly clean your laboratory workspace at the end of the laboratory session.
3. Not block the sink drains with debris.
4. Never block access to exits or emergency equipment.
5. Inspect all equipment for damage (cracks, defects, etc.) prior to use and do not use damaged equipment.
6. Properly dispose of chemical waste as directed by the Teacher

Apparel in the Laboratory

Students must:

1. Always wear appropriate eye protection in the laboratory.
2. Wear disposable gloves, as provided in the laboratory, when handling hazardous materials. Remove the gloves before exiting the laboratory.
3. Wear the aprons provided.
4. Secure long hair and loose clothing (especially loose long sleeves, neck ties, or scarves).
5. Remove jewellery when needed (especially dangling jewellery).

Hygiene Practices

Students must:

1. Keep your hands away from your face, eyes, mouth, and body while using chemicals.
2. Never consume food and drink in the laboratory
3. Never use laboratory glassware for eating or drinking purposes.
4. Wash hands after removing gloves, and before leaving the laboratory.
5. Remove any protective equipment before leaving the laboratory.

Emergency Procedure

Students must:

1. Know the location of any emergency equipment
2. Follow the established emergency plan in case of an emergency or accident, as explained by the teacher and evacuate the building via the nearest exit.

Chemical Handling

Students must:

1. Check the label to verify it is the correct substance before using it.
2. Not directly touch any chemical with your hands.
3. Hold containers away from the body when transferring a chemical or solution from one container to another.
4. Use a hot water bath to heat flammable liquids. Never heat directly with a flame.
5. Add concentrated acid to water slowly. Never add water to a concentrated acid.
6. Never touch, taste, or smell any reagents.
7. Never mix or use chemicals not called for in the laboratory exercise.
8. Clean up all spills properly and promptly as instructed by the teacher.
9. Dispose of chemicals as instructed by the teacher.
10. Never handle bottles that too heavy for you.
11. Use equipment in the correct way, as indicated by the teacher.

ANNEX 7: HYGIENE RULES IN THE KITCHEN

General

- The kitchen must be fully cleaned and disinfected every evening;
- All utensils must be thoroughly washed and rinsed to ensure no contamination;
- Ready-to-eat foods are never stored with raw foods;
- Separate, clearly marked, cutting boards must be used for raw meat and vegetables.

Hands Must Be Washed

- Before starting work and before handling food;
- After using the toilet;
- After handling raw food and raw food packaging;
- After touching bins or handling waste;
- After eating and drinking;
- After cleaning work areas.

Handling prepared food

- Ready-to-eat food should not be touched by hand, even gloved hands. Use the correct utensils!
- The only exceptions are if tools are not provided e.g. holding the bread when cutting bread;
- If you must handle prepared food, always put on new gloves first;
- When tasting food during cooking, always only use a clean spoon, and do not reuse it.

Gloves must be worn if you have to handle any food

- Hands must always be washed before putting gloves on;
- New gloves must be used if gloves get torn or contaminated by raw food or dirt;
- New gloves must be used after using the bathroom.

Protective Clothing

- Clean protective clothing must be worn in the kitchen;
- Protective clothing for the kitchen must not be worn when going outside, except when handling ready-to-eat food to be eaten outside;
- If protective clothing becomes contaminated from handling raw food, clothes must be changed before handling ready-to-eat food;
- Clothes must be laundered at least once a week at a high temperature.

Personal Cleanliness

- Nails must be cut and cleaned. No nail polish is allowed;
- Hair must be tied back and covered;
- Hand jewelry must not be worn when preparing and handling food;
- Any cuts or sores must be covered with a waterproof (preferably highly visible) dressing;
- Any kitchen staff who feel ill or have stomach upset must notify the school doctor;
- All kitchen staff may be checked by the doctor every day, as decided by the doctor.

Coughs & Sneezes

- You must not sneeze or cough over food;
- If you do cough or sneeze, you must cover your mouth and nose with a paper tissue;
- If you don't have a tissue, you must sneeze into your upper sleeve or elbow, not hands.

Control system

- Random checks by the Head of Administration and the school Doctor;
- Any staff or student may notice non-compliance and complete the report form.

Individual Penalty for Rule Violation

First offence: 300 Som. Second offence: 500 Som. Third offence: 1000 Som.

Fourth offence: disciplinary action.

Group Reward for Compliance

If there are no complaints about hygiene compliance in a month, each kitchen staff member will receive a reward of 1000 som/month added to their salary for January / February / March.

ANNEX 8: HEALTH PROTECTION AT BIS

Responsibility

BIS has a full time Doctor responsible for health protection in the school.

Parents are also responsible for protecting the health of their own child and other students in BIS. Every student must have a completed Medical Form before enrolment, which includes information on vaccination certificates and any health issues. Every time your child is vaccinated or has any significant medical issue after they join BIS, you must inform the BIS Doctor so that the student medical record is kept up-to-date.

Minimize infection

All rooms in the school are cleaned every day to remove any dirt and dust. Toilets are cleaned at least twice a day and regular checks are made to ensure cleanliness. Special attention is given to daily cleaning using antibacterial solution on all surfaces that are touched by hand. This includes all stair-rails, toilet flush buttons, sink taps, door and cupboard handles, desks, dining room tables, and school equipment shared by students, for example, computer keyboards.

The school kitchen has strict hygiene standards with the kitchen fully cleaned and disinfected every evening and all utensils thoroughly washed and rinsed to ensure no contamination. Food is only purchased from licensed and reputable suppliers. Most food is prepared from raw materials on-site to minimize any risks from purchased food. Meat, vegetables, and dry foods are all stored separately, and prepared foods never stored with unprepared food. The kitchen uses separate cutting boards for raw meat and vegetables.

Every class has Personal, Social and Health Education (PSHE) lessons including personal hygiene to minimize the risk of infectious diseases, such as guidance to students on:

- washing hands;
- sneezing and coughing into a tissue or into their elbow;
- not touching their eyes, nose or mouth with their hands without washing their hands first;
- not sharing cups, plates, utensils, or anything else that might be put in the mouth, without disinfection between users.

Children who are ill

If you notice that your child is ill before they come to school (high temperature or sneezing or coughing or a rash) keep your child at home until they are better or until you have checked with a doctor that the illness is not infectious and is not serious enough to prevent your child attending school. If your child is not infectious but must take medicine during school time, the medicine should be given to the school Doctor and a medical treatment form signed so that the Doctor can give medicine to the student.

If a child starts to feel ill at school, the Doctor will check them and provide basic care as required such as rest in the Doctor's room and perhaps paracetamol if the temperature is very high. If they have a high temperature or symptoms of infection the Doctor will request parents to take them home to reduce risk to other students.

First Aid

In case a student has a minor incident with scrapes and bruises, these may be treated by the duty teacher or a class teacher as all teachers have first-aid training. Even for these minor scrapes, our full time Doctor is often also involved. For anything more than a minor scrape, the Doctor must be involved. If the incident is serious enough to possibly require parents to be notified immediately or hospital treatment to be considered, the Doctor will always involve someone from the Management Board to make sure that parents are informed correctly and that any hospital assessment is appropriate and authorized. More

information on this procedure and reporting is available in annex 1 of the Health & Safety Policy, which is available at <http://BIS.kg/about-BIS/policies>

When dealing with hospitals, BIS has a contract with the National Center for Protection of Motherhood and Childhood (Children's Hospital in Dzhal microdistrict, 90 Akhunbaev St.), which gives us access to emergency medical care during week days from 08:00 to 18:00. However, as the X-ray machine operator in Dzhal only works until 15:00, in case of an emergency after 15:00 which may require X-ray services, BIS will seek emergency assistance with Children's Hospital #3 (8A Baitik Baatyr St.)

Allergies

Any known allergies must be included in the Medical Form when enrolling a student or notified in writing to the Head of Education if you become aware of an allergy at a later date.

The Doctor works with the kitchen manager and teachers to minimize the risk of any allergic reaction. If a child has a known allergy and an effective antidote available, this medicine must be given to the Doctor and a treatment form completed so that the antidote can be administered in case of allergic reaction.

Health Checks

General wellbeing

In the first term and last term of each academic year, every student has a general health check-up with the school Doctor. This check-up only covers height and weight measurement, and temperature. A written report of this check is normally given to parents at the end of term. However, if the Doctor identifies any cause for concern regarding a health issue, the report will be given to student's parents via the Head of Education within one week of the health check, including a health questionnaire for more information if required. Additional checks can be made but only if requested by a student's parents.

If a Form Teacher observes that any student appears to be unwell or might have something wrong with them, the student is sent to the Doctor's room for a health check (temperature, questions, advice) and further action if required. If any issue is identified, a report will be sent to parents via the Head of Education.

Head-Lice and Scabies mite

All students are checked by the Doctor for head lice and scabies mites every two months.

For head-lice, the check is done by visual examination of the hair roots. Head-lice are more common than most people realize and every year we have some cases. If head-lice are found on a student, parents are informed and asked to treat with appropriate medical shampoo. The student is then checked every week until no more head-lice or eggs are found.

For scabies mite, the check is done by visual inspection of hands and wrists which are the most common site for infection and other areas of the body if the student says that they are itching. So far no students have been identified with scabies at BIS. If scabies mites are found the parents of the infected student will be informed and given instruction on the insecticide cream to use to clear the infection.

Vaccinations

The standard vaccination program in the Kyrgyz Republic is shown in the table below.

When	Vaccination	Against which infection
First 24 hours	HBV	Viral hepatitis B
First week	BCG	Tuberculosis
	Oral Polio Vaccine	Polio
2 months	DPT+HBV+ haemophilus influenza (pentavaccine)	Diphtheria, Whooping cough, Tetanus, Hepatitis B, Haemophilus, Influenza type «b»
	OPV	Polio
3.5 months	DPT+HBV+haemophilus influenza (pentavaccine)	Diphtheria, Whooping cough, Tetanus, Hepatitis B, Haemophilus, Influenza type «b»
	OPV	Polio
5 months	DPT+HBV+haemophilus influenza (pentavaccine)	Whooping cough, Diphtheria, Tetanus, Hepatitis B, Haemophilus, Influenza type «b»
	OPV	Polio
12 months	MMR	Measles, Mumps, Rubella
2 years	DPT	Diphtheria, Whooping cough, Tetanus
6 years	DT	Diphtheria, Tetanus
	Measles, Rubella	Measles, Rubella
11 years	DT-M booster	Diphtheria, Tetanus
16 years	DT-M booster	Diphtheria, Tetanus

Other vaccinations may be appropriate for your child depending on your travel regime and acceptance of risk. For example, Hepatitis A is endemic in the Kyrgyz Republic and it is advisable for children to be vaccinated before they are infected. If you go walking in the countryside, there is a risk of tick borne encephalitis, so this vaccine may also be appropriate. Flu vaccines are also important for some people though the benefits are less clear cut, partly because virus strains vary by region and year so the flu vaccine never provides full cover. BIS provides the opportunity for students to receive vaccinations at school, with a service provided by “Edelweiss” clinic for most vaccinations. Vaccinations offered include:

Vaccination	Approx. Age	Number of treatments	Approx. When	Approx. cost SOM	Country of manufacture	Period of Immunity
DTP (Whooping cough, diphtheria, Tetanus)	2 years	1	Nov or May	500	Indonesia	5 years
DT Diphtheria, Tetanus	6 to 11	1	Nov or May	500	Bulgaria	5 years
Measles, rubella	6 years	1	Nov or May	500	India	20 years
Flu	Any age	1	Sep-Nov	950	France	1 year
Viral hepatitis A	Any age	2	6 months apart	up to 6,000	France	20 years
Tick-borne encephalitis	Any age	2	5 months apart	1,600	Russia	3 years
Human papilloma virus	13 years	3	within 6 months	14,000	Belgium	6 years

We will send out a separate sign-up sheet for these vaccinations at least 1 week before they are offered at school. If you choose vaccinations, BIS simply provides the facility for vaccination to take place. Any agreement is between the parent and the clinic providing the vaccination service.

ANNEX 9: EMERGENCY RESPONSE AND BOMB THREATS

INTRUDER THREAT EMERGENCY RESPONSE PROCEDURES

The emergency response procedures are given to all full time staff of BIS and are practiced at least once every academic year. The procedure is not available in this public document but is available to all full time staff members

BOMB THREAT PROCEDURES

Upon receiving a message that a bomb has been planted in school:

1. Use bomb threat checklist. (Last Annex of the Emergency Response Guide)
2. Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
3. Listen closely to caller's voice and speech patterns and to noises in background.
4. Notify Incident Commander or designee.
5. Incident Commander orders evacuation of all persons inside school building(s).
6. Incident Commander notifies police Tel: 102

Evacuation procedures:

1. Incident Commander instructs students and staff to evacuate
2. Do not mention "Bomb Threat". Use standard fire drill procedures.
3. Students and staff must be evacuated to a safe distance outside of school building(s).
4. Teachers take roll after being evacuated.
5. No one may re-enter the buildings until fire or police personnel declare them safe.
6. Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

If you locate a suspicious object:

1. Do not touch, move or cover it
2. Conspicuously mark the location
3. Ensure there are no other suspect objects in the vicinity
4. Evacuate the area and isolate
5. Report the object to the Management Board
6. Follow the directions of the Management Board

If you are instructed to evacuate:

1. Take your personal belongings eg handbag, wallet, car keys
2. Evacuate in an orderly manner, preferably in single file
3. Evacuate via the pathway to the designated "safe" area. (Note that this may not be the usual Assembly Area)
4. Assist any person with a disability
5. Ensure doors are left open
6. Wait at the designated area, for further information

Procedure for an Explosion:

1. Assist anyone in immediate danger to evacuate
2. If there is a fire, follow "RACE"
 - Remove those in immediate danger
 - Alert others in the area
 - Contain the fire if possible, by closing the door
 - Evacuate to the designated Assembly Area
3. Wait for the emergency services personnel to arrive
4. Provide details of any others in the area at the time of the explosion
5. Provide a witness statement of events (if possible)

Management Board Actions

The Management Board will contact the police. They will then assess the level of threat and options based on the information provided.

There are four options.

Option 1 : Take no further action

Option 2 : Search without evacuation

Option 3 : Evacuate and Search; or

Option 4: Evacuate (without a search)

Generally, where no object has been located, and the threat is non-specific, school's security will conduct a search without evacuation.

What is the aim of the search?

To identify any object that is not normally found in the area or location, or for which an owner is not readily identifiable.

Why don't you immediately evacuate?

You may be at greater risk. As a general rule, the easiest area in which to plant an object is in the areas where the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury. eg entrances, corridors, assembly areas. Immediate total evacuation may be an undesirable response. It is the easy decision in the initial phase; however, having taken the easy way, the hard decision of when to return to the building still has to be made.

BOMB THREAT CHECK LIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Male/Female: _____ Other: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes:

 Name of the respondent

 Signature

Callers Voice - Circle as applicable:

- | | |
|------------|-------------------|
| • Calm | • Nasal |
| • Angry | • Stutter |
| • Excited | • Lisp |
| • Slow | • Raspy |
| • Rapid | • Deep |
| • Soft | • Ragged |
| • Loud | • Clearing Throat |
| • Laughter | • Deep Breathing |
| • Crying | • Cracked Voice |
| • Normal | • Disguised |
| • Distinct | • Accent |
| • Slurred | • Familiar |

If voice is familiar, whom did it sound like?

Background Sounds:

- | | |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices |
| • Clear | • PA System |
| • Static | • Local Call |
| • Music | • Long Distance |
| • House Noises | • Phone Booth |
| • Motor | • Office Machinery |
| • Other _____ | |

Threat Language:

- Well Spoken (educated)
- Incoherent
- Foul
- Irrational by threat maker
- Taped
- Message read

Remarks: _____

ANNEX 10: SAFETY RULES FOR PHYSICAL EDUCATION AND DANCE CLASSES

Teachers Responsibilities for PE and Dance

1. Ensure that the activity area is not slippery, free of any obstacles or trip hazards. All leads/wires are kept out of the way and taped down if necessary.
2. Walls and stages must not be used as turning points or finish lines. A line could be designated in advance to the wall.
3. Equipment must be appropriate for age and ability of students and size of exercise area.
4. All equipment must be inspected for damage (sharp edges, cracks, defects, etc.) prior to use. All balls must be properly inflated. Damaged equipment must not be used.
5. Games and activities must be consistent with the age group and level of physical preparation of the students.
6. Be vigilant to prevent one student from pressuring another into trying activities for which they are not ready.
7. Ensure that parents/guardians are aware of safety precautions required for students with eyeglasses, including use of an eyeglass strap and plastic lenses or removal of eyeglasses if vision is adequate.

Student Responsibilities for PE and Dance

1. Students must have an appropriate footwear and clothing which must be clean, comfortable, of appropriate size, with no dangerous details.
2. Long hair must be tied up and no jewelry is permitted except very small earrings.
3. If a student has eyeglasses, some activities will require removal of glasses if vision is adequate, or straps for eyeglasses to prevent them falling off, as decided by the teacher.
4. PE equipment or facilities can only be used in the presence of the designated teacher. All instructions from the teacher must be understood and followed before using new equipment and facilities.
5. No equipment can be used without teacher's permission.
6. If any equipment is broken or damaged, a student should immediately inform the teacher.
7. Students must maintain their composure in games and activities. Students must not shout and must not take unnecessary risks.
8. Student must never try to teach other students without the teacher's permission and special instructions.

ANNEX 11: SAFETY RULES FOR THE ART ROOM

The Head of Art Department is responsible for keeping safe environment in the Art Room by making sure that health and safety standards are observed. Students must be instructed how to safely use tools and materials.

Teacher responsibilities in the Art Room

1. Safety of students and other people must be priority of any teacher or co-teacher working in the Art Room.
2. All staff must set an excellent example for students when working in the Art Room by observing health and safety rules and using safety equipment when necessary.
3. Make sure that all the spills of any liquid are cleaned up immediately to prevent any slipping.
4. All electrical equipment must be checked for safety on regular basis.
5. All potentially hazardous materials and tools must be kept in a locked cupboard and used only by teacher or under a strict supervision.

Student responsibilities in the Art Room

1. Always follow directions.
2. No running in the Art Room.
3. Use safety gloves when using glue gun.
4. Never move around the classroom with scissors.
5. Never use cutting knives unsupervised.
6. When using any cutting equipment make sure to cut away from yourself.
7. Never work in the Art Room unsupervised (up to Year 6) or without informing your teacher beforehand (Year 7 and up).
8. Always respect other people and never do anything that might hurt them.
9. Leave your outdoor clothing in your locker.

ANNEX 12: SAFETY RULES FOR THE USE OF ELECTRICAL DEVICES

Procedures

1. Teachers and managers must ensure that a competent person inspects tests and tags electrical equipment at required intervals outlined.
2. A competent person is either a licensed electrician or a person who has completed training to inspect and test electrical equipment
3. Persons inspecting and testing electrical equipment must ensure that all plugin type and fixed electrical equipment within the assigned work area is inspected, tested and recorded in accordance with these requirements.
4. Electrical appliances, which are non-compliant with the inspection and testing procedures, must be labelled to warn against further use and withdrawn from service to ensure they cannot be used.
5. Repair of equipment should be undertaken by authorized repair agents or suitably qualified electricians. Equipment that has been repaired must be inspected and tested prior to re-introduction to service.
6. Under no circumstance should any member of staff or any student attempt to modify, maintain or repair any electrical item.
7. Electrical equipment should be sited away from water supply e.g. electrical cookers should be sited away from sinks.

Renting Equipment

8. Suppliers of equipment are responsible for the initial electrical inspection and testing of new electrical equipment.
9. All privately owned electrical equipment must have a current inspection and testing tag prior to being used at the workplace.
10. Any equipment which is found to be faulty must be repaired, re-inspected, retested and tagged prior to re-introduction to service, or properly disposed of.
11. As new equipment becomes available in school or outside school, teachers should ensure that students are trained in how to use it safely.
12. During BIS events managers and teachers must ensure that students do not touch or be close to any electrical equipment.

ANNEX 13: SAFETY RULES FOR BUILDING AND MAINTENANCE OPERATIONS

Перед выполнением любых работ на дизель-генераторе внимательно изучите инструкции по эксплуатации дизель-генератора и пульта управления, а также инструкцию по установке дизель-генератора.

ПРАВИЛА ТЕХНИКИ БЕЗОПАСНОСТИ:

- Не курите при заправке бака топливом.
- Вытирайте пролившееся топливо и храните в безопасном месте одежду, пропитанную топливом.
- Не заправляйте бак топливом на работающем двигателе, не производите чистку, смазку и наладку работающего двигателя.
- Не подходите близко к работающей установке в свободной одежде. Вращающиеся лопасти вентилятора неразличимы для глаза.
- Во избежание ожогов не снимайте крышку радиатора на горячем двигателе, когда охлаждающая жидкость находится под давлением, не прикасайтесь к горячим узлам установки, таким как выхлопная труба и не кладите на них горючие материалы.
- Не допускайте появления искр или источников огня вблизи батарей, поскольку электролитный газ легко воспламеняется.
- Избегайте контактов дизельного топлива с кожей. Используйте защитные перчатки или крем для рук.
- Во избежание случайного запуска двигателя, перед выполнением ремонтных работ отсоедините аккумуляторные батареи или пневмостартер.
- Перед отсоединением или снятием трубопроводов и штуцеров различных систем убедитесь в отсутствии избыточного давления. Не проверяйте рукой утечки систем под давлением. Жидкости под давлением могут причинить серьезные травмы.
- Не используйте дефектные, плохо изолированные или временно соединенные кабели
- Не прикасайтесь к оголенным проводам или отсоединенным разъемам
- Не дотрагивайтесь до генератора мокрыми руками или ногами

Техника безопасности при кровельных работах

1. Перед кровельной работой сотрудник должен пройти инструктаж по безопасным приемам и методам работы, убедиться в исправности стропил и обрешетки, быть снабженным предохранительными поясами, страховочными веревками и нескользящей обувью.
2. Работы на высоте 1.3 м и более должны производиться с подмостей, огражденных перилами, высотой не менее 1 м с обшивкой по низу не менее 0.15 м.
3. Приставные лестницы без рабочих площадок могут применяться только для выполнения работ, не требующих от исполнителя упора в конструкцию здания.
4. Складывать на кровле штучные материалы и при необходимости закреплять их следует так, чтобы возможность их сползания по скату или сдувания ветром были исключены.
5. Работающие на кровле, имеющей уклон более 20 градусов или мокрой (независимо от уклона), или покрытой инеем (снегом), кроме того, должны обеспечиваться переносными стремянками шириной не менее 30 см с нашитыми планками. Стремянки во время работы следует надежно закрепить.

6. Запрещается находиться на кровле и вести какие-либо работы при скорости ветра выше 7,5 м/с (5 баллов), во время густого тумана, гололеда, грозы, ливневого дождя и сильного снегопада.
7. При перерывах или окончании работ по устройству кровель все остатки материалов, инструмент, инвентарь и приспособления должны быть убраны с крыши.
8. Во избежание доступа людей в зону возможного падения с кровли материалов, инструмента, тары и стекания мастики, краски необходимо не ближе 3 м от стен здания установить на земле ограждение, а над местами прохода людей устроить сплошные защитные настилы в виде галерей, козырьков и выставить дежурного.

Техника безопасности при работе с газонокосилкой

1. Сотрудник должен пройти инструктаж по работе с газонокосилкой, быть обеспечен индивидуальными средствами защиты (спецобувь и спецодежда) и знать инструкцию по применению газонокосилки.
2. Проверить и убедиться в исправности закрепленного оборудования, инструмента, приспособлений и средств защиты.
3. Перед началом работы газонокосилка должна быть подвергнута внешнему осмотру: проверяется надежность крепления, правильность заточки ножа, исправность крепления защитного кожуха, производится осмотр системы питания двигателя, бензобака, приемная труба глушителя, выхлоп отработанных газов, системы зажигания: провод высокого напряжения, его наконечник и кнопка остановки двигателя.
4. Производится пробный запуск газонокосилки в соответствии с заводской инструкцией.
5. Непосредственно перед кошением следует произвести осмотр скашиваемого участка и убрать находящиеся на нем посторонние предметы.
6. Запрещается нахождение посторонних лиц на участке кошения.
7. Начинать кошение газона следует таким образом, чтобы исключить засорение пешеходных дорожек скошенной травой. Для этого первые 1 - 2 прохода следует делать в таком направлении, чтобы выброс скошенной травы происходил внутрь газона.
8. При переезде газонокосилки с одного участка на другой следует выключать режущий аппарат и устанавливать его в транспортное положение.
9. Нож режущего аппарата следует очищать от травы специальными щетками. Очищать детали режущего аппарата руками запрещается.
10. Запрещается использовать газонокосилки, оборудованные механическим двигателем, при скашивании газонов на высоту менее 2 см.
11. Запрещается использовать газонокосилки при кошении травостоя высотой более 20 см
12. Запрещается курить во время заправки газонокосилки топливом, а также во время работы газонокосилки. Заправку газонокосилки топливом следует производить в соответствии с инструкцией по эксплуатации. Запрещается применять для заправки газонокосилки этилированный бензин.
13. Если в процессе кошения будут обнаружены отклонения от нормальной работы (посторонние стуки, повышенная вибрация и т.д.), то двигатель газонокосилки должен быть немедленно остановлен.
14. Запрещается производить ремонтные, регулировочные (кроме регулировки карбюратора) работы при работающем двигателе газонокосилки.

15. При случайном повреждении кабеля электрогазонокосилки следует немедленно прекратить работу и обесточить газонокосилку путем отключения штепсельного разъема.
16. Во время работы с газонокосилкой запрещено:
 - натягивать и перегибать кабель;
 - передавать газонокосилку посторонним лицам;
 - производить работы вблизи от людей и животных;
 - производить работу во время дождя;
 - оставлять газонокосилку без присмотра;
 - чистить и обслуживать газонокосилку без отключения от электросети.
17. Внимательно следить за тем, чтобы электрический шнур не попал под ножи газонокосилки.

Техника безопасности при выполнении слесарных работ

1. Перед выполнением работ нужно надеть головной убор и спецодежду, тщательно заправить ее, чтобы не было свисающих концов, которые могли бы быть захвачены вращающимися частями оборудования. При этом обшлага рукавов и брюк спецодежды должны быть застегнуты, волосы убраны под головной убор.
2. Организовать свое рабочее место так, чтобы все необходимое было под рукой.
3. Проверить освещенность рабочего места.
4. Проверить исправность необходимого для работы инструмента:
 - молотки должны быть насажены на рукоятки овального сечения, расклиненные металлическими клиньями, изготовленными из дерева твердых и вязких пород;
 - гаечные ключи должны быть исправными и соответствовать размерам болтов и гаек,
 - молотки, зубила, бородки, керны и т.д. не должны иметь сбитых скошенных бойков и заусенец.
5. Приступая к работе с электродрелью, убедись в ее исправности:
 - изоляция провода не должна иметь повреждений;
 - провод со штепсельной вилкой должен иметь специальный контакт провода заземления, присоединенного к корпусу электроинструмента;
 - клеммы подключения проводов должны быть надежно закрыты.
6. При проведении сложных работ по ремонту, установке и демонтажу оборудования, место работы должно быть ограждено.
7. Работы по ремонту оборудования производить только после полной его остановки, при выключенном напряжении и установке пусковой кнопки в положении “СТОП”, снятых приводных ремнях и обеспечении необходимых мер взрыво пожаробезопасности.
8. Резка, гибка и обработка труб и других металлических изделий должна осуществляться вне монтажных подмостей и лестниц.
9. Для выполнения наружных работ на высоте по ремонту, монтажу и демонтажу самотечных труб, воздухопроводов, циклонов, отпускных труб – устройств и т.д. должны применяться предохранительные пояса. Без применения предохранительных поясов, предохранительных канатов и касок рабочие к выполнению указанных работ не допускаются. Место закрепления предохранительных поясов должны быть заранее указаны руководителем работ по ремонту.

10. При ремонте, демонтаже и монтаже оборудования во взрывоопасных помещениях запрещается допускать открытый огонь и применять механизмы и приспособления, могущие вызвать искрообразование.
11. По окончании работы слесарь-ремонтник должен отключить механизированный инструмент, привести в порядок свое рабочее место, собрать инструменты и приспособления и поместить их в безопасное место.