



Health and Safety Policy

Agreed by Governors	June 2018
Chairman of Governing Board	Cees Uijlenhoed
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Health and Safety Policy

1. Statement on Intent

The Principal and GOVERNING BODY are committed to establishing and implementing arrangements that will:

- i. Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events, etc.).
- ii. Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- iii. Provide adequate facilities and arrangements for welfare.
- iv. Provide and maintain safe equipment and safe systems of work without risks to health.
- v. Ensure safe use, handling, storage and transport of articles.
- vi. Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Principal

Name:

Date:

Signature:

Chair of Governing Body

Name:

Date:

Signature:

2. Organisation

Named Governing body Appointees:

- Health and Safety Officer – Gregory Goldberg
- Fire Liaison Officer – Gregory Goldberg
- Property and infrastructure Development Manager – Nnamdi Ogbonna

2.1 Employer/Governing Body Responsibilities

The Netherlands International School Executive Board (hereafter referred to as Governing Body), as the employer, has a statutory duty in respect of health and safety in community to ensure that premises and people are healthy and safe. The responsibility is devolved to the Principal, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises. The Principal will ensure the overall implementation of the policy.

- Responsibility for the health and safety of pupils lies with the Governing Body of the school, either as the employer of school staff or because it controls school premises (or both).
- The Governing Body will promote a strategic overview for health and safety.
- The Governing Body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The Governing Body will comply with any directions given by the relevant agencies concerning the health and safety of persons in school, or on school activities elsewhere.
- The Governing Body will make adequate provision for maintenance of the school premises and equipment, within the school's delegated budget.
- The Governing Body will support and monitor health and safety within the school.

2.2 Principal's Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;

- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with the Dutch Embassy property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. Health and Safety Officer, Fire Liaison Officer) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the Governing Body on a regular basis;
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Principal.

2.3 Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Principal or their line manager.

2.4 Property and Infrastructure Development Manager Responsibilities

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.
- Will ensure that property matters for which the Governing Body as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Principal is responsible for liaising with the Dutch Embassy property and infrastructure support, and/or the building consultants and/or with contractors from the Embassy preferred contractors list, to resolve property maintenance issues.

2.5 Information, Instruction and Supervision

- The Principal will use any appropriate staff meeting as a forum for highlighting health and safety matters and providing staff with further training.
- Supervision of inexperienced workers/trainees will be arranged/undertaken/monitored by the Principal or other delegated key members of staff.
- The Principal will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

2.6 Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Principal.
- Training will be identified, arranged and monitored by the Principal and the Governing Body.
- Staff are also responsible for drawing to the attention of the Principal their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date. These will be held by the Principal.

2.7 Monitoring

- The principal will check working conditions and ensure that safe practises are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The Senior Leadership Team are responsible for investigating accidents although the accountability lies with the Principal.
- The English Stream Leader is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Principal. The Principal is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

3. Arrangements

3.1 School Activities

- The Principal will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the Governing Body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Principal or their delegated responsible person.
- The Principal or delegated responsible person will check that the implemented actions have removed/reduced the risks
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.
- Curriculum Safety Risk Assessments are in place where necessary.

3.2 School Trips

- A risk assessment will be carried out for all new activities and for any activity which is infrequent. Frequent re-occurring activities will have assessments reviewed on a regular basis.
- The Principal will ensure that the person assigned with the assessment understands the risks and is familiar with the activity that is planned. The findings of the completed risk assessment must be recorded.

- It is not necessary to complete individual risk assessments for activities that usually form part of the school day, for example, taking pupils to local venues, such as a swimming pool or sports ground. Any risks of these routine activities will be monitored by regular checks. Staff must report any incidents or changes in the situation which will prompt a review of the risks.
- Prior to any trip staff must ensure that the required risk assessment has been carried out and approved, adequate supervision has been arranged, first aid equipment and individual children's medication is available, Children with specific health and / or SEN care plans have appropriate needs met.

3.3 Visitors

- All visitors must report to the guard office. The senior guard will issue a visitor's badge to announced visitors. Unannounced visitors will not be allowed entry until permission has been sought from the Principal.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- Members of the public have no automatic right of entry to the school or its site.

3.4 Parental Access to Premises

- Parents/Carers are welcome on site at certain stated times. They must wear a parent/carer badge at all times.
- Parents do not have an automatic right to meet with a member of staff without making a prior arrangement.

3.5 Fire and Emergency Procedures

- The Principal is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that these are reviewed annually.
- Emergency exits, assembly points, assembly point instructions, lists of fire marshals are clearly identified by safety signs and notices.
- The Chief Fire Marshal and Deputy Fire Marshals are to direct Fire Wardens.

- Emergency evacuation will be practiced three times a year. A record of these evacuations and system tests is kept by the Principal.
- Regular testing of fire alarms will occur each week by the Chief Fire Marshall/Principal.
- The fire log book will be kept by the Principal

3.5.1 Lead Fire Marshall: Mr. Oskar Kraut

3.5.2 Deputy Fire Marshall: Mr. John

3.5.3 The Firewardens will check the following areas:

- i. Main Building 1: Admin Building
 - **Mr. Salami;** check the year 2 toilets, main kitchen, and staffroom. (Firebox)
 - **Mr. Omon;** check year 5/6 and staff toilets, SEN room, and NTC/Computer room. (Firebox)
- ii. Main Building 2: Principal's Building
 - **Miss Esther;** check the library, extra Kitchen, and year 3/4 toilets. (Firebox)
 - **Mrs. Kasia/Mrs. Maya;** check groep 3/4/5 toilets.
- iii. Nursery Building:
 - **Mrs. Roselyn;** check the Minimax/Maximax toilets, and behind the building (use extra door to check).
- iv. Year 1 Building:
 - **Mrs. Onyinye;** check the year 1 ad groep 1/2/3 toilets, and behind the building (use extra door to check).
- v. (Pre) Reception Building:
 - **Mrs. Adana;** check the toilets, and behind the building (use extra door to check).
- vi. Generator Building/PE Hall:
 - **Mr. Dan;** check generator building, container, changing rooms, PE toilets, and behind the PE Hall.
- vii. Maintenance Area & Traffic Circuit:

- **Mr. John;** check maintenance area & traffic circuit. (In case not on site Mr. John/Mr. Isiaiah takes over)

3.6 Fire Fighting

- Only trained staff should operate fire extinguishers. Trained staff should only operate the equipment if they feel confident to do so and will not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.
- All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

3.7 Maintenance of Fire Precautions

The Principal will ensure regular maintenance of:

- 1) Fire extinguishers
- 2) Fire alarms
- 3) Fire safety signs and identification of escape routes
- 4) Smoke detectors and other emergency equipment

3.8 Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.

- The Principal is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

3.9 First Aid Arrangements

Named Principal First Aider: Mrs. Naomi Ezekiel

First Aid Assistants: Mrs. Pamela Brand and Mrs. Dipa Donald-Horsfall

- The Principal will ensure that there are an appropriate number of first aid boxes, with instructions.

- The Principal will ensure that there are an appropriate number of first aid boxes, with instructions.
- Minor accidents are recorded in the School Accident log which is kept in the Main Office. Other injuries are recorded on an incident Report form and copies kept in an Incident Report File in the main Office.
- For serious accidents, which warrant hospital treatment, an ambulance should be called immediately.
- The Principal or another senior member of staff must be informed and contact should be made with a parent/responsible adult. If such an adult cannot be contacted, another adult must accompany the child to act “in loco parentis”. A copy of the child’s medical notes should be taken to the hospital.
- If a child becomes ill during the course of the day, he/she should be taken to named principal first aider who may then take the child to the Medical room. The First aider together with the class will decide whether or not it is necessary for the child to go home and parents will be contacted. The Principal will be informed.

3.10 The Administration of Medicines

- Refer also to: DCSF Guidance on Supporting Pupils with Medical Needs in School. Managing Medicines in Schools and Early Years Setting 2005.
- Children with serious medical conditions must have an Individual Health Care Plan drawn up and agreed by parents/carers and the Principal, following advice/involvement of the school first aider.
- If medicines/inhalers have to be used on a regular basis, these must be labelled and stored in the school office/medical room. It is the parents’ responsibility to ensure that all medicines are in date and that full administration instructions are attached.
- A record must be kept of all medication administered. The first aider will record this in a medical Records Book.
- The school cannot accept responsibility for administering medicines for minor/occasional illnesses. If it is necessary for a child to take medicine during the day for a set period of time, a parent/carer must complete a parental agreement form, which

outlines the nature of the medication, dose, and instructions for administration.

3.11 Safe Use of the Internet

- All pupils and their parents/carers sign an Acceptable Use Policy. Staff must also sign an Acceptable Use Policy.
- All users of the NISL computer system are liable to be monitored using a number of monitoring packages.
- Monitoring software is used across the school to monitor users, and staff is able to use this to monitor pupils, whilst teaching in any of the computer rooms. Staff has a responsibility to uphold the School's e safety policy.

3.12 Information Technology

- The Principal will ensure that suitable arrangements are in place for the use of information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Interactive Whiteboards will be installed by approved dealers and checked regularly for safety.

3.13 Safe Handling and Use of Substances

- The Principal is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Principal will be responsible for undertaking COSHH assessments.
- The Principal will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Principal will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

3.14 Inspection of Premises and Generator Room

- The Principal will arrange for formal inspections of the premises, and generator room to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, Governing Body, caretaking staff and the Principal/SMT using the checklists.
- Access to store rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.

3.15 Asbestos Management

- A representative from the Housing Department from Dutch Foreign Affairs will arrange in cooperation with Property and Infrastructure Support and the Principal an asbestos survey to be carried out every three years in line with the Dutch Asbestos policy.
- The Principal or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary in cooperation with the Dutch Embassy.
- All works undertaken will be updated in the asbestos survey on completion.

3.16 Water Management

- Piped water is pumped from the Dutch Embassy. This water is filtered and tested on a regular basis. The Dutch Embassy carries out a water hygiene risk assessment twice a year in line with Dutch statutory requirements. Assessments identify if there are areas where conditions are such that bacteria could grow; list any required works and include details of future monitoring requirements that the embassy is responsible for.
- Monitoring of the water system is a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets. The school has access to the data gathered by the Dutch Embassy.

- Piped water is not for human consumption
- Water for human consumption is supplied by reputable water dealers. It is delivered/purchased regularly and is available to students, staff and visitors via water dispensers in classrooms, reception areas and offices.

3.17 Diesel Fuel Management

- The Principal will ensure there is an adequate risk assessment and emergency plan in place to cover all eventualities in an emergency and share this information with all relevant staff.
- Delivery of diesel occurs always during the night and are scheduled during holidays when possible.

4. List of Risk Assessments, Policies and Procedures to complement this policy.

- 1) Emergency Evaluation Policy
- 2) Bomb Threat Policy
- 3) Home School Agreement Policy
- 4) Control of Chemicals Hazardous to Health (COSHH)
- 5) Safeguarding Children Policy
- 6) Positive Behaviour Policy
- 7) Managing medicines in schools and early year settings, EYFS Policy
- 8) First Aid Policy
- 9) Educational Visits Policy

5. General Useful Contacts

i. Hospital:

Paelon Memorial Hospital
 22, Musa Yar'Adua Street, Off Kofo Abayomi Street,
 Victoria Island, Lagos, Nigeria
 Emergency Tel.: 01 290 0844, 09093608138
contact@paelonmemorial.com

ii. Country Fire and Rescue Service:

- Address 1: Muri Okunola Street, Victoria Island. Tel.: 0819 110 9874

- Address 2: 27 Awolowo Rd, Ikoyi. Tel.: 0816 621 5398

iii. Security Offices (For security reasons these phone numbers are not published in this document). Phone numbers are in Principal's office to contact:

- Dutch Embassy
- German Embassy
- British Embassy

iv. Fumigation:

Ruvela Nig. Ltd.
74 Okota Road,
Isolo, Lagos
Tel.: 0803338093

v. Air Conditioning Service:

Mon Cooling Technical Ventures
3 Moshalashi Street, Obalende S/W, Ikoyi
Tel.: 08023933204, 07062040876

vi. Garbage Disposal:

Touch & Clean
34 Child Avenue, Apapa, G.R.A Lagos
Tel.: 08037280118, 07060521339
S.O. Isusy Nig. Ent.

vii. Federal Ministry of Works and Housing:

Tel.: 08033714471, 08053933355, 08089491166

viii. Diesel Delivery:

Sahara Group
Block 5 G.R.A, Ijora, Lagos
Tel.: 08154253498

ix. Generator Service:

JMG
27 Karimu Kotun, Victoria Island, Lagos

Tel.: 08035335555

- x. Carpenter:**
 - A. M Furniture
 - 4 Okobaba Street, Ebute Meta
 - Tel.: 08035697184, 08057002494

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