

Health and Safety Policy

The aim of this policy is:

- To prevent accidents and cases of work-related ill-health.
- Manage health and safety risks in our workplace
- Provide clear instructions and information and adequate training to ensure employees are competent to do their work.
- Maintain safe and healthy working conditions
- Consult with staff in matters affecting their health and safety
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

Responsibilities:

Overall responsibility for health and safety at Harbour International: Head of school

Day-to-day responsibility for ensuring this policy is put into practice: Concierge (premises); Aandacht Functionaris(Safeguarding); HT and SLT (all other protocols and linked policies)

All employees should:

- cooperate with SLT and co workers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Risk assessment:

We will complete relevant risk assessments and take action

We will review risk assessments when working habits or conditions change.

Training:

- We will provide health and safety induction for new employees and provide appropriate training.



- In order to keep our knowledge up to date, courses will be given in Fire safety, First Aid and Safeguarding on a yearly basis.
- We will ensure we have the correct number of emergency response workers among our staff as is required by the Health and Safety Service (BHV).
- We will ensure the Aandacht Functionaris has updated training as required, to carry out his/her duties effectively.

Consultation: We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation:

- We will make sure escape routes are clear and well-signposted at all times
- Regular fire drills (3 times per school year) will be held to ensure that both children and staff know exactly what to do in case of an emergency.
- We will practise a lockdown procedure once a year, in the unlikely event that this should ever need to happen in reality.

We believe in 'Better Safe Than Sorry'.

Employees must take care of their own health and safety and that of others who may be affected by their actions at work.

E.g.s.

- *when in class or moving around school with a hot drink, it should be in a cup with a tight-fitting lid, to minimise the risk of scalding yourself or others.*
- *Keep outside doors and gates locked to prevent unauthorised entry to the building. Visitors should ring the bell on Graaf Florisstraat, be given a visitors badge on entry and complete their details on the sign-in sheet.*



They must also co-operate with employers and co-workers to help everyone meet their legal requirements.

As well as personal safety, the school takes the social and emotional safety of all children and adults seriously. We promote high levels of respect and care for each other.

The following policies and protocols support our Health and Safety Policy:

<u>Fire Safety Policy</u>
<u>Roles and Responsibilities in an Emergency Evacuation</u>
<u>Emergency Evacuation Plan</u>
<u>Lockdown procedures</u>
<u>Safeguarding policy</u>
<u>Anti-bullying policy</u>
<u>Positive behaviour policy</u>
<u>Protocol:Reporting child abuse and domestic violence</u>
<u>Staff well-being policy</u>
<u>Safe Student Handling Policy</u>
<u>Playtime and Lunchtime supervision policy</u>
<u>Safe use of digital technology policy and pupil/parent agreement</u>
<u>Annexe A - Covid-19</u>
<u>Protocol allergies and illnesses</u>
<u>Safe Recruitment Policy</u>
Privacy policy - to be written
Collecting children from school policy - to be written
School trips - to be written



PSHE and SRE Policy - to be written

Infectious diseases

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