



## **HEALTH AND SAFETY POLICY**

### **1. Introduction**

Village International Academy is dedicated to providing a safe and healthy environment for all students, staff, and visitors on school grounds. This Health and Safety Policy outlines our commitment to maintaining high health and safety practices to prevent accidents and injuries and promote well-being within our school community.

### **2. Responsibilities**

- **Management:** The school management is responsible for ensuring the implementation and compliance with health and safety regulations.
- **Staff:** All staff must follow safety protocols, report hazards, and promote a safety culture.
- **Students:** Students are expected to adhere to safety guidelines, report concerns, and participate in safety drills and training as required.
- **Visitors:** Visitors must follow safety procedures on school grounds and comply with school safety policies.

### **3. Risk Assessment and Mitigation**

- Regular risk assessments are conducted to identify potential hazards and risks on school grounds.
- Mitigation measures are implemented to address identified risks, including proper signage, safety equipment, and training programs.

### **4. Emergency Procedures**

- Evacuation plans are in place for various emergency scenarios, including fire drills, medical emergencies, and lockdown procedures.
- Emergency exits are clearly marked, and evacuation drills are conducted periodically to ensure preparedness.

### **5. Health and Hygiene**

- Promote good personal hygiene practices among students and staff, including handwashing and proper respiratory hygiene.
- Provide access to clean, well-maintained facilities, including washrooms and hand sanitisation stations.

### **6. First Aid and Medical Support**

- Trained first aiders are available on school grounds to provide immediate assistance in case of injuries or medical emergencies.
- Medical emergency procedures are in place, including protocols for contacting emergency services and informing parents.

### **7. Safety Training and Education**

- Staff members receive regular safety training to familiarise themselves with safety protocols, emergency procedures, and risk mitigation strategies.
- Through age-appropriate training programmes, students are educated on safety practices, emergency procedures, and accident prevention.

### **8. Compliance with Regulations**

- Village International Academy complies with all relevant health and safety regulations and standards set forth by local authorities and educational governing bodies.
- Regular audits and assessments are conducted to ensure compliance with safety guidelines and regulations.

## 9. Incident Reporting and Investigation

- All incidents, accidents, and near-misses are promptly reported and investigated to identify root causes and implement corrective actions.
- Incident reports are maintained for record-keeping and analysis to prevent similar incidents in the future.

## 10. Health and Safety Committee

A health and safety committee, comprising representatives from management and staff, is established to oversee safety matters, review policies, and address concerns.

## 11. Continuous Improvement

Village International Academy is committed to continuous improvement in health and safety practices through regular reviews, feedback, and participation in safety training and workshops.

## 12. Conclusion

This Health and Safety Policy reflects our dedication to maintaining a safe and secure environment.

# Annexure 1: Risk Assessment and Mitigation Procedure

## 1. Purpose

The Risk Assessment and Mitigation Procedure outlines the steps to identify potential hazards, assess risks, and implement mitigation strategies to uphold the health and safety standards at Village International Academy.

## 2. Risk Assessment Process

- **Identification:** Designated staff members will identify potential hazards and risks throughout the school, including classrooms, laboratories, sports fields, and common areas.
- **Assessment:** A thorough assessment will evaluate the likelihood and potential impact of identified risks on students, staff, and visitors.
- **Documentation:** Risks will be documented, highlighting their nature, the individuals at risk, and the existing control measures.

## 3. Risk Mitigation Strategies

- **Elimination:** Where possible, risks will be eliminated or replaced with safer alternatives to prevent harm.
- **Engineering Controls:** In order to reduce risks, the installation of safety barriers and ventilation systems will be considered.
- **Administrative Controls:** Implementing safety policies, training programmes, and procedures to manage and mitigate risks.

## 4. Mitigation Implementation

- **Responsibility:** Designated personnel will be assigned to implement and monitor the effectiveness of risk mitigation strategies.
- **Timeline:** Mitigation measures will be implemented within a specified timeline to address potential risks promptly.

## 5. Review and Monitoring

**Regular Review:** Risk assessments will be reviewed periodically to identify new risks, assess the effectiveness of existing controls, and make necessary updates.

**Incident Tracking:** Incidents and near-misses will be tracked to identify recurring issues and enhance risk mitigation strategies.

## 6. Communication and Training

- **Awareness:** All staff members will be informed of identified risks, mitigation strategies, and their roles in maintaining a safe environment.
- **Training:** Staff and students will receive training sessions on risk awareness, handling emergencies, and implementing safety procedures.

## 7. Record-Keeping

**Documentation:** Records of risk assessments, mitigation strategies, and reviews will be maintained for reference, reporting, and future assessments.

## 8. Emergency Response Plans

**Integration:** Risk assessments will inform emergency response plans, ensuring that potential risks are considered in emergency procedures.

**Drills:** Emergency response drills will incorporate identified risks to practice and enhance preparedness.

## 9. Reporting and Escalation

- **Incident Reporting:** Prompt reporting of incidents, hazards, or near-misses will be encouraged to facilitate corrective actions and prevent future occurrences.
- **Escalation:** Serious risks or incidents will be escalated to managing owners for immediate action and resolution.

## 10. Conclusion

The Risk Assessment and Mitigation Procedure at Village International Academy aims to proactively identify and address potential hazards, mitigate risks, and create a safe and secure learning environment for all individuals within the school community.

# Annexure 2: Scenario Plan for Emergency Drills

## 1. Fire Drill Scenario Plan

### Key Components:

- **Scenario Description:** The fire alarm is activated during a scheduled fire drill. Students and staff must evacuate the building swiftly and orderly to the designated assembly points.
- **Roles and Responsibilities:**
  - Designated staff members will act as fire wardens to supervise evacuation procedures.
  - The school nurse will ensure all medical kits are accounted for during the drill.
- **Communication:** Clear and concise instructions will be given over the PA system or by assigned individuals to guide the evacuation process.
- **Evaluation:** Post-drill evaluation will focus on the effectiveness of evacuation, communication clarity, and overall response time.

## 2. Medical Emergency Scenario Plan

### Key Components:

- **Scenario Description:** A student experiences a medical emergency requiring immediate first aid attention. The school first aid officer is alerted, and the necessary medical assistance is provided promptly.
- **Roles and Responsibilities:**
  - The school first aid officer will assess the situation, provide first aid, and coordinate with emergency services.
  - Designated staff members will assist in clearing the area and supporting the affected individual.
  - Communication channels will be activated to alert relevant personnel and emergency services, ensuring a swift and coordinated response.
- **Follow-up:** Post-incident procedures will involve reviewing the response, updating medical records, and implementing necessary changes to improve future medical emergency responses.

## 3. Lockdown Procedure Scenario Plan

### Key Components:

- **Scenario Description:** A security threat prompts a lockdown procedure. Students, staff, and visitors must secure themselves in designated safe areas until the all-clear signal is given.

- **Roles and Responsibilities:** Security personnel and designated staff members will ensure all individuals are secured in safe areas and follow lockdown protocols.
- **Communication:** The lockdown situation and instructions for securing safe areas will be relayed clearly through established communication channels.
- **Drill Evaluation:** Post-drill debriefing sessions will focus on communication effectiveness, adherence to lockdown procedures, and overall coordination during the lockdown scenario.

#### **4. Conclusion**

This Scenario Plan aims to prepare Village International Academy for effective responses to fire drills, medical emergencies, and lockdown situations. Regular training, clear communication, and continuous evaluation are essential to ensuring all individuals' safety and well-being during emergencies.

